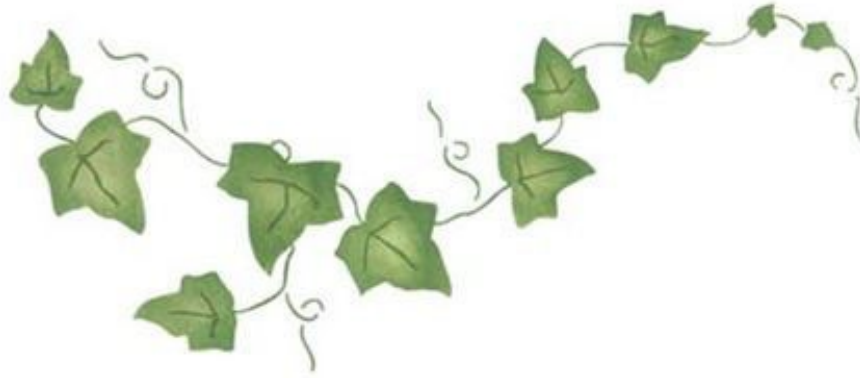


INFORMATION PACKET

# THE IVY ROOM

at

BLONDE BISCOTTI



## WELCOME TO THE IVY ROOM

Blonde Biscotti's former coffee bar dining room has transitioned into a private event space to host a variety of corporate meetings and small events looking for fully custom catered packages making planning an easy one-stop-shop. All you need to do is the fun part; plan your décor and send out the invites!

### BOOKING FEES:

The Ivy Room is booked *in hourly increments only*. Please plan your time frame to include any set-up or cleanup time you may need.

#### THE IVY ROOM

MONDAY – THURSDAY	8AM – 5PM	\$75 / hr *
FRIDAY / SATURDAY / SUNDAY	8AM – 5PM	\$100 / hr *
AFTER HOURS	after 5PM	DAY RATE + \$25 / hr *

#### COFFEE & COOKIES ROOM\*

DAILY	ALL HOURS	\$15 / hr
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\* NOTE: Reservations for the Coffee & Cookies Conference Room are a required addition for parties greater than 25 but is optional for parties 25 or less. Booking requests can be made for the Coffee & Cookies Room based on availability but must be booked for the full duration of your event.

# WHAT'S INCLUDED:

## OCCUPANCY

MINIMUM BOOKING: 12

MAX OCCUPANCY: 36

THE IVY ROOM (460sq ft) accommodates up to 30 seated (20 table height & 10 bar height) or up to 36 standing/mingling.

COFFEE & COOKIES CONFERENCE ROOM (~100sq ft space) seats 10 - table height

PRIVATE BATHROOM – no public access allowed.

## FURNITURE & DÉCOR

The décor listed below is included in your rental:

- More than 60+ hand-grown ivy plants
- (1) large Baker's rack (open to decorate)
- (1) built-in wall retail rack (open to decorate)
- (1) large wooden server
- (1) small white serving table (barn style sliding décor doors)
- (1) large community table (seats 12)
- (4) small 2-top tables (seats 8, total)
- (2) bar height slim bar tables (seats 10)

## ROOM LAYOUT & SETUP

You can choose from up to 9 preset room layouts in The Ivy Room that best suit for your meeting or event. To view the different options, please see the 'Room Layout & Decorations' packet.

## PARKING

Free parking is available on premise in our shopping center parking lot. Street parking is also available alongside Columbus Street.

## AUDIO & WIFI

SONOS SPEAKERS are equipped in The Ivy Room. During your event, we softly play a variety of music from our list of in-house playlists (we can also keep the speakers off if needed), or you can share your own Spotify playlist with us to stream. Review the 'Room Layout & Decorations' packets for more details on how to share your own playlists.

FREE WIFI in The Ivy Room is offered on a password protected, private network. Each event can customize their own password. Tell us what you'd like your password to be on the 'Room Layout Request' form.

## PLANNING MEETING

Each booking comes with a free 30-minute planning meeting. This meeting can be utilized to discuss your room layout plans, any rental and décor items that we handle, audio or visual coordination, and food and beverage planning. You can schedule a phone meeting or video chat.

Time slots can be booked Tuesday – Friday during our office hours & availability. We recommend scheduling your consult after you have your décor or other event planning details researched to make the best use of the meeting.

If further scheduled meetings are needed, there is a coordination fee of \$75 / hr. Email coordination and inquiry phone call details are not counted towards scheduled meeting time.

## RENTALS & ADD-ONS:

If you need additional décor or other setups, see below for a list of options that we offer and coordinate for your event.

**TV DISPLAYS** – Need to add a TV display for your meeting or event? We handle everything including the setup. All TV setups include setting up a charging station for laptops and devices. Due to the fact that TV's are not stored on site, requests are due at the time of the 'Room Layout Request' form.

25" Smart TV (HDMI capability***)	\$25 setup fee
32" Smart TV (HDMI capability***)	\$32 setup fee
50" Smart TV (HDMI capability***)	\$50 setup fee

*\*\*\*NOTE: please make sure to bring an hdmi cable cord to input into the tv and the opposite end that is compatible with the device you are using.*

**IN-HOUSE DÉCOR** – In addition to what is included with The Ivy Room, we offer additional decorations to customize your event. Clients appreciate having one less item to bring during setup. To view our list of decorations, click on the link below and use password: [IvyRoom123](#).  
[RENTAL & DÉCOR LINK \(https://www.blondebiscotti.com/rentals-and-decor\)](https://www.blondebiscotti.com/rentals-and-decor)

**ENTERTAINMENT** – If you are interested in adding some entertainment or activity to your event, consider our Coffee & Tea team building classes. If you and your team are interested in learning more about barista level brewing (coffee or tea) techniques, ask us about a list of our offered classes.

NOTE: Coffee & Tea Team building classes are typically offered during off-hours of our walk-up bakery as classes may interfere with service. Team building classes are typically offered on Mondays but can also be scheduled during our evening hours (after 5pm).

## DEPOSITS & PAYMENTS:

To begin the booking process, please submit a completed '[Booking Request](#)' form (at the end of this packet). We will follow up with a formal booking agreement, a credit card authorization form (used for any incidents or charges incurred during the event), and an electronic payment link for the non-refundable room deposit (50% of your total booking fee). Once the booking agreement, credit authorization form, and deposit are completed, then your date and time are secured.

All remaining balances (catering, remaining booking fees, rentals, etc) are due 14 days prior to the event and all rentals must be included for final payment. Any requests or changes after that due date may incur fees. All catered bookings will be assessed a gratuity fee of 18%.

## CATERING SERVICES:

Blonde Biscotti's Catering services are optional to add to your room rental if you would like your event to have food. However, since our space is an extension of our bakery, Blonde Biscotti's Bakery & Kitchen exclusively caters the rooms and must operate under the rules and guidelines governed by the City of Houston's Health Department set forth under the assigned food permit. Therefore, we do not permit outside food or drinks (pre-approved alcohol is an exception).

### WHAT'S INCLUDED:

We fully cater each menu item that you select for your event's menu to include: displays (to include risers, stands, and buffet displays), serving platters, serving ware, utensils, plates, cups/drinkware, and services to include bussing the dish bins and catering waste. We don't charge extra fees for the utilization of our catering equipment or stands/risers and we take great pride in making sure your food display is styled and inviting for your guests to serve themselves.

Each season the menu is updated to reflect what's in season as well as seasonal preferences for menu items and crowd pleasers. Each event is individually catered which means we purchase all supplies and ingredients according to the menu you request and order, and all ingredients arrive fresh to our kitchen just in time for your event.

Please note that we do not provide trash cans or trash liners to prevent any catering utensils from being tossed away by mistake (yes, this has happened before). If trash bags are needed to handle clean-up associated with gifts or disposal of décor, they will need to be self-provided and placed away from the catering stations and dish bins.

### CATERING PROCESS & STEPS:

\*\*\*Before you begin planning your menu, secure your date by paying your room deposit.\*\*\*

1. Review the current menu. NOTE: Catering requests and final payment will be due **two weeks prior to your event date**.
2. (optional) Within 3 weeks in advance of your event date, schedule a planning meeting with your coordinator if you need help deciding on menu quantities based on portions, etc. Three weeks prior allows clients to have a clearer idea of headcount as well as timing to review any close seasonal menu updates.
3. Fill out the Catering Request form to include all desired selections.
4. A coordinator will draft a full catering estimate and send to you for review and approval.
5. Once you approve the estimate, a final invoice will be sent for payment.
6. Final Payment, including any outstanding booking fees, will be due **two Mondays prior to your booking date**.

NOTE: Please be aware that the kitchen staff will not be authorized to make any supplies or ingredient purchases related to your menu requests until final payment has been made. Delays in final payment may mean delays in receiving special ordered items we need to place on order to serve

your dishes (such as custom-colored sprinkles or specific catering equipment) If payment delays prevent the adequate time for shipping and receiving any needed items to serve your menu, changes may need to be made to some of your original menu selections.

## **FOOD POLICY:**

Blonde Biscotti holds a valid and current food permit with the City of Houston's Health Department and does not allow any outside food or beverage except for BYO alcohol and a paid corkage fee. See menu details for corkage fees.

Food Removal Policy due to health regulations, it is the policy of Blonde Biscotti LLC that only non-perishable food may be removed from the event site. Blonde Biscotti will not assume liability for adverse reactions to food consumed or removed from the premises. Examples of non-perishable items include non-refrigerated cakes, cookies, pastries, and/or unopened bottled drinks.

## **ALCOHOL POLICY:**

Blonde Biscotti does not hold any alcohol licenses with the state of Texas and abides by the "BYOB" laws and guidelines offered by the state as well as local laws. Therefore, outside alcohol will be permitted on a per event basis to include beer and wine only (beer up to 6% ABV and wine up to 13% ABV). A corkage fee will apply, and Blonde Biscotti requires you to serve your own guests.

For professional bartending services, we work with a preferred vendor who is TABC certified. (A corkage fee still applies in addition to any professional service hired.) Please inquire if you need those services.

Regardless of the type of event, Texas Alcohol Beverage Commission laws still apply to include but is not limited to TABC's minimum age and public intoxication laws. Blonde Biscotti please asks that all attendees drink responsibly in accordance with all local and state laws. Failure to do so may result in the event being terminated early without any refunds.

## **DECORATING POLICY:**

You are allowed to bring in decorations or have professional decorations brought in. We want the theme of your event to come alive and inspire your guests.

However, we do not allow any affixing of anything to the walls, floors or ceilings, or any other structures inside the facility. Any structures brought in (balloons, banners, signage, etc.) must carry their own stand or be structured to stand alone without the aid of walls, or any furniture on site. All décor must be sturdy enough to not tip over if a guest were to bump or hit it.

Sparklers, bubbles (blowing), candles (with the exception of our own tea light service in designated areas), silly string, confetti, glitter, or other tossed décor are not permitted.

If you hire outside vendors, please make sure that you follow our vendor information sheet and guidelines.

## **OUTSIDE VENDORS:**

Interested in hiring out your décor and/or entertainment needs? No problem, we are open to outside vendors and even have a list of approved vendors to share upon request.

Before you select or pay a vendor deposit, please do the following:

1. Please read the attached vendor information sheet “Vendor Guidelines & Information Sheet” & send it your vendor.
2. Return the sheet (filled out by the vendor) to us and we will review and email reply letting everyone know of the approval status.

Not all vendors will be approved to perform services within our facility so please make sure to read the vendor sheet for rules & guidelines.

## **STORAGE:**

There are no storage options available. All items must be loaded in and out during your scheduled event day and time. If storage or setup time is needed, additional booking time prior and/or after to the event must be scheduled to accommodate.

# Booking Request Form

\*\*\*Please fill out the info below to begin the booking process of securing your event date & time\*\*\* Any incomplete bookings requests are only held for 48hrs.

## CLIENT INFO

DATE: \_\_\_/\_\_\_/\_\_\_

Name: \_\_\_\_\_ Corporation (optional): \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact: \_\_\_\_\_ Email Address: \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Secondary Phone: \_\_\_\_\_

## EVENT INFO

Event Name: \_\_\_\_\_ Number of Attendees: \_\_\_\_\_

Event Date: \_\_\_\_\_

Event Set-Up Time\*: \_\_\_\_\_ Event Clean-Up Time\*: \_\_\_\_\_

Event Start Time\*: \_\_\_\_\_ Event End Time\*: \_\_\_\_\_

\*Please note that we only book times in hour increments.

## ROOM RESERVATION REQUEST:

- The Ivy Room (only)
- The Ivy Room + Coffee & Cookies Conference Room (required reservation for parties over 25, optional for parties 25 or less)

## OTHER:

- I plan to have alcohol at my event
- I would like to have food catered at my event
- I plan to have outside vendors hired related to décor or other service related.

CLIENT NAME: \_\_\_\_\_ CLIENT SIGNATURE: \_\_\_\_\_