

## **LOS PATIOS PRIVATE PARTIES**

The unique facilities, lovely grounds, award-winning buildings and distinctive design of Los Patios are ideally suited for a wide range of private events. Functions may be scheduled on available dates.

The Gazebo, Hacienda, Brazier, and Laurel Room incorporate both inside and outside areas, each with its own special ambience. There is no rental charge for using the facilities; however, a minimum expenditure for food and beverage must be met in order to schedule a private party. Los Patios caters all food and beverage, with the exception of specialty cakes, and provides staff for your event.

### **MINIMUMS**

The required minimum expenditure must be spent on food and beverage. The required minimums for our facilities are as follows: Gazebo and Hacienda, no less than \$3,500.00; Brazier \$3,000.00; and the Laurel Room \$2,000.00. Other cost factors are sales tax and a 20% service fee added to the subtotal.

### **ACCOMMODATIONS**

The Gazebo and Hacienda can each accommodate up to 250 seated for dinner inside, with an additional 100 seated outside. The Brazier can seat 80 indoors, with seating for 100 on the creekside deck. The Laurel Room can seat 50 for dinner and 75 for receptions. For non-seated events, such as hors d'oeuvres receptions, our facilities can accommodate many more guests. All outside seating is weather permitting.

### **AVAILABILITY**

The Gazebo is available for private parties beginning at 6:00 p.m. The Hacienda, Brazier, and Laurel Room have two event times. Day events can begin as early as 10:00 a.m. and end before 3:00 p.m. Evening events may start at 6:00 p.m. Events may not last longer than 4 (four) hours in the Gazebo, Hacienda and Brazier, and 3 (three) hours in the Laurel Room. An additional fee will be charged for clients wishing to extend their events past the 4 hour (3 hours in Laurel Room) period (but no later than midnight). Early morning events can be scheduled by special arrangement.

### **FOOD AND BEVERAGE SELECTION**

Final menu selections should be made 30 days prior to the event. Appetizer portions are served for a minimum of one hour. Prices on food and beverage are subject to change.

### **FINAL GUEST COUNT**

The final guaranteed number of guests must be confirmed three days in advance of the event. You will be charged for the guaranteed number, plus any additional guests.

### **ACCESSORIES PROVIDED**

China and stainless flatware, linen napkins, dinner tablecloths, and buffet tablecloths are provided. Buffet, cake and punch tablecloths are provided for receptions, along with

paper napkins for the hors d'oeuvres menu with plate service at receptions. Coffee urns, cake knives and servers, punch bowls and glasses, cake plates, coffee cups and saucers are provided for receptions.

### **ACCESSORY RENTALS AVAILABLE**

Floral arrangements, table decorations, flowers for the wedding party, wedding accessories and a variety of other rental items for are available from the florist at our garden shop. If extra linens are desired, they are available for \$3.00 per cloth.

### **DELIVERIES**

Floral arrangements, musical instruments and wedding cakes may be delivered two hours prior to the event and must be removed at the close of the event. Los Patios will NOT be responsible for lost or stolen items brought in by client, client guests, or vendors hired by client.

### **ALCOHOLIC SERVICE**

Texas law imposes a duty on Los Patios to act responsibly in the service of alcohol to its regular patrons as well as guests of any private party. In order to comply with its legal obligation, and in the interest of protecting its patrons and the general public, Los Patios, its agents and employees reserve the right to refuse service of alcoholic beverages to any patron or guest who, by his or her appearance or behavior, is believed to be incapable of tolerating further alcohol consumption. Also, by law, no alcoholic beverages may be brought onto the property or taken from the premises.

### **WEDDINGS AND RECEPTIONS**

Weddings may be held in all party areas and in several scenic areas on the grounds. There is a \$750.00 charge for afternoon Saturday weddings, \$600.00 for Sunday-Friday and Saturday morning ceremonies. Ceremonies must be followed by the reception at Los Patios. Rehearsals should be scheduled between 4:00 p.m. and 5:30 p.m. the preceding day. There is no charge for the rehearsal. Chairs are available for a rental fee of \$2.50 each. A \$50.00 charge is added if we cut and plate the bride's cake only; \$75.00 is added for cutting and plating both the bride's and groom's cakes.

### **CLIENT RESPONSIBILITIES**

Rice, birdseed, confetti, potpourri or glitter are not allowed because of the danger and litter problem on our grounds as well as the difficulty removing them from floors. We suggest rose petals. Also, no adhesives (Scotch tape, duct tape, masking tape, etc.) of any kind are allowed because of the difficulty removing their residue. There will be a \$200.00 clean-up fee for anything that is a problem to remove. No food or beverage may be taken from the property except the wedding cake.

### **DEPOSIT**

A \$1,000.00 non-refundable deposit is required to confirm the date and area at the Gazebo, Hacienda, or Brazier. A \$600.00 deposit is required to confirm the Laurel Room. Deposits are applied as partial payment when you are billed at the end of your event.

**PAYMENT**

Full payment is due at the end of your event.

**SPECIAL ARRANGEMENTS**

Your party may involve special arrangements not covered by these general conditions. While the general conditions in this document are part of your contract, the final terms of your contract will determine the exact services and charges for your event.

**TOURS**

Please call (210)655-6171 for an appointment to arrange a personal tour with Diana Flores, Aimee Herrera, or John McClung.

**LIABILITY**

The host or hostess of any special event will be held responsible for any damage or pilferage to Los Patios merchandise or property, and will be further responsible for the conduct of invited guests. The Client shall be responsible for providing adequate supervision and assistance to invited guests; particularly children, elderly persons, and persons with physical disabilities.

***Thank you for choosing Los Patios!***

## LOS PATIOS PRIVATE PARTY CONTRACT

Client(s) \_\_\_\_\_

Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Name of Bride or Honoree \_\_\_\_\_

Office Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Day and Date of Event \_\_\_\_\_

Name of Groom or Honoree \_\_\_\_\_

Arrival Time \_\_\_\_\_ Serve Time \_\_\_\_\_

Type of Event \_\_\_\_\_ Number of Guests \_\_\_\_\_

Baker and Number of Cakes \_\_\_\_\_

Rehearsal \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

Head Table \_\_\_\_\_ Book and Gift Table \_\_\_\_\_

Music \_\_\_\_\_

Tablecloths outside, \$3.00 each \_\_\_\_\_

Facility \_\_\_\_\_

Chairs, \$2.50 each \_\_\_\_\_

Bar Arrangements:  
Complete \_\_\_\_\_ Open \_\_\_\_\_

Cake Service, Bride's Cake, \$50.00 \_\_\_\_\_

Standard \_\_\_\_\_ Open \_\_\_\_\_

Bride's & Groom's Cakes, \$75.00 \_\_\_\_\_

\$75.00/hour \_\_\_\_\_ Cash \_\_\_\_\_  
Two Hour Minimum

Wedding Fee, \$750.00/\$600.00 \_\_\_\_\_

Minimum Food and Beverage \_\_\_\_\_  
(minimum **DOES NOT** include 20% service fee and state sales tax)

Early Set-up Fee (\$100.00/hr) \_\_\_\_\_  
(if available)

Reception Items Set-up, \$75.00/hour \_\_\_\_\_  
(See GARDEN CENTER)

**Facility Minimums:**  
Gazebo and Hacienda (4 hour event) \$3,500.00  
Brazier (4 hour event) \$3,000.00  
Laurel Room (3 hour event) \$2,000.00

Clean-up Fee \_\_\_\_\_

Deposit Amount \_\_\_\_\_

Dressing Room \_\_\_\_\_  
(Brazier has no dressing room)

Credit Card # & Expiration Date \_\_\_\_\_

Seated Dinner, \$8.00 per person \_\_\_\_\_

(All charges for services rendered may be charged to the above account if another method of payment is not offered.)

Additional Hour Fee, \$350.00 \_\_\_\_\_

Menu: \_\_\_\_\_

**I understand that the \$600.00 / \$1,000.00 deposit is NON-REFUNDABLE.** Guaranteed guest count **MUST BE SPECIFIED 72 HOURS PRIOR** to the date of your function or the estimated count will be considered the guarantee. Additional guests will be charged accordingly. Full payment is due at the end of the event. The credit card number listed above may be used if another method of payment is not offered. Prices subject to change on food and drink, but guaranteed not to exceed ten percent. Client acknowledges receipt of Los Patios' current terms and conditions entitled "Los Patios Private Parties" and understands those terms are part of this contract.

**NO FOOD OR BEVERAGES MAY BE TAKEN FROM THE PROPERTY**

Signature of Client \_\_\_\_\_ Date \_\_\_\_\_

Los Patios Representative \_\_\_\_\_ Date \_\_\_\_\_

Signature of Client \_\_\_\_\_ Date \_\_\_\_\_