



# Buffalo Bayou Partnership



Sunset Coffee Building  
1019 Commerce Street  
Houston, TX 77002

## **2023 Event Planning Guide**

## Introduction

### History

The Sunset Coffee Building is located at 1019 Commerce Street, Houston, TX at the intersection of Main Street and Buffalo Bayou next to Allen's Landing, the "Plymouth Rock" of the City of Houston. Built in 1910, the Sunset Coffee Building was originally a coffee roasting company. In the late 60's it was home to the Love Street Light Circus, a psychedelic music club featuring many local bands. In 2003, the building was purchased by Buffalo Bayou Partnership (BBP) as part of the organization's master plan to revitalize Buffalo Bayou.

*The Sunset Coffee Building offers Houstonians an active space on Buffalo Bayou where Houston's past merges with its future. Buffalo Bayou Partnership's administrative offices occupy the second floor of the building.*

*The Sunset Coffee Building offers three rentable spaces for special events. The Rooftop Terrace looks out over the intersection of Buffalo and White Oak Bayous, the original site of the Port of Houston. The Café 1<sup>st</sup> floor level is an enclosed industrial style space with a balcony overlooking the bayous. The Plaza, located between the building and Commerce Street, is a perfect space for small concerts, festivals and receptions.*

The Sunset Coffee Building is a project of Buffalo Bayou Partnership supported by Houston First Corporation and the City of Houston.

### General Information

The Sunset Coffee Building's Plaza, Café 1<sup>st</sup> floor level and Rooftop Terrace are available for rent from 6:00 a.m. to 11:00 p.m., seven days a week, fifty-two weeks per year. Sidewalks at the perimeter of the building are considered public right-of-way. Potential clients may reserve a tentative date up to one year in advance.

The sale or use of tobacco products is strictly prohibited. Advertising and/or selling tickets for an event on our property without an executed contract is strictly prohibited.

A minimum Contract & Damage Deposit of \$2,000 will apply to all rentals.

### Contact Information

Rebecca Leija

[rleija@buffalobayou.org](mailto:rleija@buffalobayou.org)

713.752.0314 ext. 101

*Thursday, December 1, 2022*

## Venue Information

### Sunset Coffee Building Rooftop Terrace

The Sunset Coffee Building Rooftop Terrace is an outdoor space with a capacity of 80 for a seated dinner or 125 for a standing reception. The floor is fitted with permanent anchors for two tents (20' x 30' and 10' x 10') to cover the two open air spaces of the terrace. The Rooftop Terrace also features a green roof garden area with decorative lighting. Use of space for 6 hours. If additional hours are needed, they are \$200 per hour

Day of Week	Non-Profit Fee	License Fee
Sunday – Wednesday	\$1250	\$1500
Thursday – Saturday	\$1500	\$1750

### Sunset Coffee Building Café 1<sup>st</sup> Floor Level

The Sunset Coffee Building Café level is an enclosed space and balcony with a capacity of 150 for a seated dinner or 225 for a standing reception. Access to limited catering kitchen/storage. Use of space for 6 hours. If additional hours are needed, they are \$200 per hour

Day of Week	Non-Profit Fee	License Fee
Sunday - Wednesday	\$2125	\$2500
Thursday - Saturday	\$2875	\$3500

### Sunset Coffee Building Plaza/Allen's Landing Terrace

The Sunset Coffee Building Plaza is an open outdoor venue located on the ground floor between the building and Commerce Street. The crushed granite space can hold 300 for a seated dinner or 500 for concerts and festivals. Use of space for 6 hours. If additional hours are needed, they are \$200 per hour

Day of Week	Non-Profit Fee	License Fee
Sunday - Wednesday	\$2125	\$2500
Thursday – Saturday	\$3250	\$4000

### Rooftop Terrace, Café 1<sup>st</sup> Floor Level & Plaza Rentals

The Sunset Coffee Building Rooftop Terrace, Café and Plaza can be rented together. If additional hours are needed, they are \$200 per hour

Day of Week	Non-Profit Fee	License Fee
Sunday - Wednesday	\$4250	\$5250
Thursday - Saturday	\$6250	\$8250

**Cleaning Fee: applies to each space**

50 or less guests	\$250
50 or more guests	\$350

**Insurance**

**Policy Requirements**

Licensee shall, at its sole cost and expense, procure and maintain through the duration of the License Period insurance coverage in accordance with the following provisions:

- Commercial General Liability, including coverage for contractual liability, bodily injury or death, property damage, and personal and advertising injury in amounts not less than \$1,000,000 per occurrence with a \$2,000,000 aggregate. Licensee's Commercial General Liability insurance shall be primary and noncontributory to any similar insurance Buffalo Bayou Partnership may maintain.
- Workers' Compensation in the statutory amount.
- Employer's Liability with limits not less than \$1,000,000 for each accident, disease limits of \$1,000,000 per policy and \$1,000,000 per employee.
- An additional insured endorsement on all policies, except Workers' Compensation and Employer's Liability, shall be included in favor of Buffalo Bayou Partnership.
- An endorsement waiving any claim or right of subrogation shall be included on all policies in favor of Buffalo Bayou Partnership.
- Any policy issuer shall have an A.M. Best rating of at least A-, with a financial size category of Class VII or better.
- If you or your insurance representatives have any questions about the insurance requirements for use of our facilities, then please contact:

Licensee shall deliver to Buffalo Bayou Partnership a certificate with respect to the aforementioned policies no later than 60 calendar days prior to the first day of the License Period or upon execution of the Agreement, whichever is later.

**Other Considerations**

Licensee shall require its contractors to procure and maintain commercial general liability insurance listing Buffalo Bayou Partnership as additional insured and with an endorsement waiving any claim or right of subrogation with limits of not less than \$1,000,000 per occurrence with a \$2,000,000 aggregate before allowing such persons to enter the Facility.

## Event Services

### Security/First Aid

Buffalo Bayou Partnership requires that uniformed and armed licensed peace officers certified by the State of Texas (“Officers”) as well as an Emergency Medical Technician (EMT) be in attendance at the Event. All such Officers and EMTs will be provided by BBP at Licensee’s cost pursuant to the rates listed below. A minimum of one officer per 100 attendees is a good guideline. However, considerations will vary per event. For instance, an event with alcohol would require more officers since the entrances must be controlled. All security arrangements are subject to the approval of the Houston Police Department, Special Operations Division. Officers must be on site the duration of set up and event time.

For more than 200 guests, uniformed traffic control may be required for valet services for the safety of guests in attendance.

0 – 100 guests	1 Officer	\$40/hour
101 – 500	2 Officers + 1 EMT	\$40/hour + \$45/hour
501 +	3 Officers + 1 EMT	\$40/hour + \$45/hour

### Clean-Up

Licensees and Vendors are responsible for collecting, bagging, and removing all trash generated during and after their event. The property must be left in a broom-clean condition. Licensee shall be solely liable to Buffalo Bayou Partnership for any costs related to clean-up and trash disposal. A service to remove trash from premises is provided if needed.

0 – 50 guests	\$100
51 – 100 guests	\$175
101 – 150 guests	\$200
151 or more guests	\$225

### Equipment

Event equipment (i.e. tables, chairs, bar highs, dishes, etc.) are the sole responsibility of the licensee.

### Sound Permit

Amplified sound is allowed during the following hours:

\*Monday through Friday, 11:00 a.m. – 1:00 p.m. maximum of 55 dB

\*Monday through Friday, 5:00 p.m. – 10:00 p.m., maximum of 75 dB

\*Saturday and Sunday, 10:00 a.m. – 10:00 p.m., maximum of 75 dB

Sound permits are only required when amplification will be over 68 dB from the nearest receiving property.

*Thursday, December 1, 2022*

## **Food & Beverage**

### **Plaza Events**

The Event Manager must issue a Temporary Food Establishment Permit letter granting Licensee permission to apply for the permit from the City of Houston Health Department. Distribution of food and/or beverages must comply with the rules and regulations of the City of Houston Health Department and any other applicable law.

Vendors must place protective covering such as drop cloth, tarp, plastic covering, Visqueen®, or cardboard under food preparation and serving areas, as well as under any equipment to protect paving material.

Licensees must notify our Event Manager of any plans to sell or give away alcoholic beverages during their event. A temporary TABC permit, and City of Houston Health Department permit are required for the distribution or sale of alcoholic beverages. The Event Manager will guide you on the process of obtaining the TABC permit.

Licensees must provide the Event Manager with a copy of their TABC license at least two days before their event.

## General Information

### Load-In and Load-Out

Load-in and Load-out must be arranged with the client and building management before anyone can arrive at the building. All parking and lane closures must be confirmed no later than one week before the event.

Event parking is not provided for catering staff. All staff must park in nearby surface lots.

### General Rules of Conduct

- All equipment must remain at least three (3) feet away from the building.
- Any damage or possible risk to the building must be reported immediately to the Event Manager on duty.
- Know the location of all restrooms, elevator, and emergency exits.
- Caterers are responsible for all equipment brought onto the Sunset Coffee Building site. Buffalo Bayou Partnership is not responsible for the loss of any catering equipment.
- Licensee and their vendors shall not place stakes in or penetrate the ground of the Plaza.
- ALL trash and leftover food MUST be removed at the conclusion of the event. Any cleaning incurred by BBP staff will be charged back to the licensee.
- Events must conclude by 11:00 p.m. and vendor clean up must be complete by 12:00 a.m. Additional fees will apply if not in compliance.
- If use of space is greater than 6 hours, additional rental fees will apply.
- A Timeline must be given to Buffalo Bayou Partnership 72 hours prior to event date.
- A plan/drawing showing location of activities, structures, and materials must be approved in advance by Buffalo Bayou Partnership.
- A listing of subcontractors, vendors and personnel associated with event must be given to Buffalo Bayou Partnership 72 hours prior to event and must comply with insurance requirements.
- No materials, including decorations, shall be tied, taped, nailed, pinned, or otherwise attached to buildings, plantings, light posts, walls, or furniture. Decorations shall be placed on self-supporting stands.
- No candles, glitter, or confetti.
- The Venue shall remain open during normal operational hours, unless approved by BBP.
- No Special Use structures or materials shall block emergency or ADA access.