

LIVE OAK FRIENDS MEETING

*1318 West 26th Street
Houston, Texas 77008
713-862-6685*

License Agreement for Use of Live Oak Friends Meeting House Facilities

In accordance with Quaker tradition every person is welcome in our Meeting House. It is important that any use of the facilities be in accordance with Quaker testimonies: equality, simplicity, peace, integrity, and community. Our representative would be happy to provide further information should you so desire.

This agreement is made by and between Live Oak Friends Meeting of Houston, Inc. ('LOFM'), and a Texas Non-Profit Corporation, and the 'licensing person' or 'licensee'.

Meeting House Capacity:

Houston Fire Department authorizes use of the building for up to, but not to exceed, 120 (one hundred and twenty) persons in the meeting room and 30 (thirty) persons in the pre-function room, as specified in the fire code.

Fees and Deposits:

The rental fee is \$750 for four hours use of the Meeting House and the Little House. This time-frame includes set up and take-down and clean-up. A \$ 250.00 deposit holds the date and is refundable if the event is cancelled 30 days in advance, and if there is no damage or additional time following the event.

Half of the rental fee must be paid when the space is reserved. The balance is required to be paid at least one week prior to the event.

Additional time may be scheduled at \$150.00/hour.

General Rules:

Rules for Meeting House use (called "General Conditions for use of the Meeting House Property for Weddings and other Events") are attached and herein incorporated by reference as an integral part of this agreement. It is the responsibility of the licensee to inform assistants of the requirements for use of the Meeting House by providing a copy of the Rules to those assisting with the event such as caterers, photographers, or wedding-planning services, whether their services are provided for compensation or are provided free of charge to the licensing person.

The contact information (names and phone numbers) of assistants for the event must be provided by the licensee to LOFM at least one week prior to the event for the purpose of verifying that they are aware of usage terms.

Live Oak Friends Meeting will not be responsible for injuries to persons or property occurring during the leasing party's use of the Meeting House.

These terms regarding use and care of the Meeting House are applicable to all events.

The Case of Memorial Services:

Memorial Services and ceremonies may be religious or civil. Wednesday and Friday nights during the SkySpace viewing are generally not available for this purpose.

The Use of Alcohol:

Alcohol will not be served on the property unless arrangements are approved in advance by LOFM. A certificate of insurance for host liquor liability must be provided at least one week before the event and must name the Live Oak Friends Meeting as *additionally insured* for a minimum of one million dollars. Failure to produce such a certificate one week before the event will preclude the use of alcohol at this event. The insurance certificate (often called a “dram shop insurance policy”) must be verified, initialed, and dated by an LOFM representative prior to the event.

Governing Law:

This license agreement is to be governed by the laws of the State of Texas, and any legal proceeding that might result from any disagreement is to be held in Harris County, Texas.

Address of Licensee: _____

Name(s) of Licensee(s): _____

Cell Phone: _____ email: _____

Date of License: _____

Beginning and Ending Time of License: _____

Comments:

I/ we have had these rules provided in writing and reviewed in person and agree to honor them.

Signature of licensing person

Date

Date

Printed name of licensing person

Signature for LOFM

LIVE OAK FRIENDS MEETING

GENERAL CONDITIONS FOR USE OF THE MEETING HOUSE PROPERTY

FOR WEDDINGS, MEMORIAL SERVICES AND OTHER EVENTS

All persons are welcome to be married in the Meeting House and to be memorialized in the Meeting House. The wedding or memorial

ceremony may be religious or civil but must be in keeping with Friends testimonies (equality, simplicity, peace, integrity, community, service) and compatible with our Quaker faith and practice. Our Quaker tradition does not however, permit people outside the Meeting to be married under the care of the Meeting.

We limit the number of people to 120, including the wedding party.

The Meeting House is not available on Wednesday evening, Sundays before the hour of 3:00 P.M or Friday evenings and the first Sunday of the month from one half hour before sunset until one hour after sunset.

No food or beverage is allowed in the Meeting Room of the Meeting House and no receptions may be held in the Meeting Room of the Meeting House. With prior approval, the East Room, West Room of the Meeting House, the Little House and or the campus may be available for refreshments. If you plan to serve alcoholic beverages, you must receive permission from LOFM representative. No smoking is allowed on the property.

Anything brought onto LOFM property must be removed from the property at the end of the event, unless arrangements have been made to the contrary. This includes all bottles, cans, food, paper products and trash.

No objects may be attached to the walls, windows, doors or floors of the Meeting House. If there is a need to use an extension cord, LOFM will provide protective equipment.

No floral arrangements are allowed in the Meeting Room other than hand carried bridal bouquets unless pre-approved.

The Meeting House and grounds are weapons free zones. Licensee shall use its best efforts to insure this tradition is met. Licensed Peace Officers are excepted.

The ceremony and other activities should be restricted to three hours. The Little House will be available for the wedding party at no additional charge. Additional hours can be rented.

All photography or videotaping is for personal use only. The art piece in the ceiling is copyrighted by James Turrell, the artist. Photography and videotaping is allowed outside anywhere on the campus.

Recorded or live music is allowed. Live music must be pre-approved. Recorded or live music must be kept to a respectable volume so as not to disturb the neighbors.

The experience of having the roof open for the SkySpace viewing is intended to occur around dawn and sunset, weather permitting. The roof cannot be opened during the middle of the day. The ideal times to have the roof open are no more than two hours before sunset and two hours after sunrise.

We do not reserve the Meeting House more than 6 months in advance.

Revised 2/23/2016