

Private Room Guidelines

Booking Policies

Upon request, Pat O'Brien's will be happy to hold your requested date; however, an event date is not confirmed until a signed contract and non-refundable deposit are received. If another party requests the same date, you will be required to execute a contract and submit the required non-refundable deposit within 48 hours of notification in order to secure the date. If the signed contract and deposit are not received, the hold will be released without further notification.

Event Rental Time Period and Room Fees

The Briar's Suite

There is a \$250.00 room fee for the first (4) hour time period.
The room fee to add (1) one additional hour is an additional \$125.00.
There is a maximum of a (5) five hour time period for all private events.

The Grand Promenade

There is a \$750.00 room fee for the first (4) hour time period.
The room fee to add (1) one additional hour is an additional \$250.00.
There is a maximum of a (5) five hour time period for all private events.

Deposits

A non-refundable \$1,000.00 deposit is required to secure a private room.
This deposit is applied toward your event and will be shown on your final contract as a payment.

A second deposit of \$2,000.00 is due six (6) months prior to the event date.

A third deposit of \$2,000.00 is due three (3) months prior to the event date.

If an event is booked less than nine (9) months prior to the event date, the Pat O'Brien's event coordinator will provide a list of payments and due dates to the client.

Final Payment is due seven (7) days before the date of the event. Any overages will be due at the close of the event.

Payments will be accepted by cashiers checks, company checks, cash, debit card or money orders for payment. No personal checks accepted.

Cancellations

Cancellations will result in loss of the deposit and any payments made. If the event is postponed, the client will lose fifty percent (50%) of the deposit and all payments made. Fifty percent (50%) of the deposit and payments made will be applied towards the new contract and event date.

Food and Beverage Minimum Expenditure

The food and beverage minimum expenditure is the dollar amount required to be spent to guarantee the space reservation. This amount may include food and beverages and does not decrease if the expected guest attendance is not reached. If the expected guest attendance is not reached, the Pat O'Brien's event coordinator will work with the client to upgrade the menu and beverage selection so that regardless of the number of guests expected to attend the event, the minimum expenditure will be reached to fulfill the contractual obligation. The minimum expenditure does not include the room fee or cash bar sales.

The Grand Promenade Minimum Expenditure is \$4,500.00.
(This does not include the room fee or cash bar sales)

The Briar's Suite Minimum Expenditure is \$1,500.00.
(This does not include the room fee or cash bar sales)

Guaranteed Guest Count

The final guaranteed guest count is due seven (7) days prior to the event. If, at the event, there is less than the guaranteed number of guests, the customer will be responsible for paying for all guaranteed guests. If, at the event, there are more than the guaranteed number of guests, the customer will pay for the total of all guests attending the event.

Menu Selection

The final menu selection is due fourteen (14) days before the event.

For plated menus that have more than one entrée choice a coding system must be provided by the client (i.e. place cards with the guest's entrée selection).

Wedding Ceremony Fee

Clients are welcome to have their Wedding Ceremony in the Grand Promenade or the Briar's Suite. There is a Wedding Ceremony Fee of \$2.00 per guest with a minimum of \$150.00.
Wedding Ceremonies are only offered to client's having their wedding reception at Pat O'Briens.

Outside Cake Policies

Clients are welcome to bring in wedding or celebration cakes. Pat O'Brien's provides cake cutting at no additional charge. For buffet menus, if the client prefers the cake to be served by the Pat O'Brien's staff, a fee will apply. For plated menus, cake serving is provided at no additional charge.

Bar Service

Clients are required to have bar service available to their guests for the duration of the event. A variety of bar packages are available; however, the client is welcome to choose to have a cash bar provided to their guests.

Food and Beverage from Outside the Venue

Due to health department regulations, Pat O'Brien's must provide all food and beverages consumed on the premise. The health department prohibits Pat O'Brien's from allowing guests to remove food from the premise with the exception of wedding and celebration cakes. Pat O'Brien's reserves the right to confiscate food or beverage that is brought onto the property in violation of this policy without prior arrangements with the Pat O'Brien's event coordinator.

As stated above, outside wedding and celebration cakes are welcome along with candy stations and chocolate fountains. Pat O'Brien's is not responsible for set-up or maintenance of these items.

To abide all Texas Alcohol and Beverage Commission laws no alcohol can be brought on property and consumed. All beverages must be purchased from Pat O'Brien's and served by Pat O'Brien's employees. Pat O'Brien's reserves the right to confiscate any alcohol that is brought onto the property in violation of this policy.

Alcohol and Minors

Pat O'Brien's does not permit the serving of alcoholic beverages to anyone who is under the age of twenty-one (21).

Pat O'Brien's will refuse alcoholic beverage service to anyone, regardless of age, who is obviously or visibly intoxicated or otherwise impaired.

Pat O'Brien's will request proper identification (valid state photo ID) of any person under the age of 30 and refuse alcoholic beverage service if the person is either under age or if proper identification cannot be produced.

Pat O'Brien's represents and warrants that all personnel servicing alcoholic beverages have undergone adequate training to prevent incidents which result in claims of liquor liability.

Staff

There will be a qualified Banquet Manager provided by Pat O'Brien's dedicated to each event. The Event Coordinator will not be on-site for the event. The Banquet Manager will supervise the event staff and the execution of the event. Only the Pat O'Brien's Banquet Manager may give direction to the staff during the event.

Decorations

Decorating, by the client, may begin no earlier than 10:00 a.m. on the day of the event unless otherwise approved by the Pat O'Brien's event coordinator. Before affixing anything to walls and ceilings, the client must get permission from the Pat O'Brien's event coordinator. The client is responsible for taking down all decorations. The use of confetti, birdseed, rice, glitter, sparklers or fireworks of any kind are not permitted. Open candles are permitted.

Entertainment

Bands, DJs or other entertainment should be instructed by the client to contact the Pat O'Brien's event coordinator to arrange set up times and electrical requirements. Entertainment shall provide their own equipment, carts, extension cords, dollies, etc. Pat O'Brien's will provide tables and skirting for the client's entertainment at no additional charge if needed.

Deliveries

Floral arrangements, entertainment, wedding/celebration cakes, etc. may be delivered to Pat O'Brien's on the day of the event during regular hours with prior approval and must be removed at the close of the event. Pat O'Brien's DOES NOT provide cooler space for floral arrangements or wedding/celebration cakes.

Conditions of Agreement and Client Responsibility

The client agrees to begin the function at its scheduled time and to have guests and invitees vacate the event space at the designated end time of the event. Vendors must vacate the designated event space no more than one hour after the end time of the event.

The client agrees to assume full responsibility for the conduct of the guests and vendors. Damages resulting from the client's guests/vendors will be charged to the client. The client further agrees to abide by this policy and to uphold the laws of the state.

Pat O'Brien's assumes no responsibility for damage to or loss of any merchandise or articles left in the venue before, during or following the event.

Tax and Service Charge

A twenty percent (20%) service charge and eight and a quarter percent (8.25%) state sales tax (or current tax rate) will be applied to all food, beverage and service revenue.

Private Event Inclusions

Linens

Black or white lap length linens and black or white linen napkins are provided at no additional charge.

Dinner Tables

Round dinner tables for up to 80 people are provided in the Briar's Suite at no additional charge.

Round dinner tables for up to 250 people are provided in The Grand Promenade at no additional charge. Rental fees will apply for additional tables as needed.

Other Tables

All buffet tables with linens are included at no additional charge.

Additional tables such as registration and gift tables must be requested by the customer prior to the event. If tables are not available, a rental fee may apply.

Chairs

100 Chairs will be provided in the Briar's Suite at no additional charge.

250 chairs will be provided in The Grand Promenade at no additional charge.

Rental fees will apply for additional chairs as needed.

Silverware and China

Silverware and China are included for up to 500 people at no additional charge.

Rental fees will apply for additional items as needed.

Music and Entertainment

Background music will be provided at no additional charge. Any entertainment must be approved by Pat O'Brien's due to the simultaneous scheduling of private events. Pat O'Brien's management, along with the client, will keep the sound/volume during the event at a reasonable level.

The client is responsible for (1) informing outside entertainment to provide all equipment, sound (amps) and staging, necessary for the event and (2) scheduling setup and breakdown times with Pat O'Brien's sales management.