



FAQS

CAPACITY:

The '77 comfortably accommodates 60 guests for seated dinners and up to 100 for cocktail-style events. The 77 is available seven days a week from 7 a.m. to midnight.

WHAT IS INCLUDED?:

We provide farmhouse tables, acrylic chairs, and chafing dishes with your rental as well as dishware, glassware, silverware, and napkins. Indoor/Outdoor lounge furniture is also provided.

Room rentals cover a 3-hour period, which may be extended based on availability. Rentals that exceed this 3-hour period will be charged additional fees. Required staffing will be determined by event format and number of guests.

DO I NEED AN EVENT PLANNER?:

We do not require guests to hire an event planner. Our onsite Event Director is available and provides a total of a 30 min consultation or planning with you on your event. For additional consultations beyond this time on menu and decor edits, staging, decor, music, audiovisual set-up, 3rd party rental management, or tastings, an additional fee will be added to the total bill in the amount of \$40 an hour.

FOOD & BEVERAGES:

We have a wide variety of food and beverage offerings from which to choose from ranging from hand-passed appetizers, food stations, or buffet-style banquets for your special event. The '77 offers a full-range of alcoholic beverages from craft beers to wine to specialty cocktails. Guests are not required to purchase a beverage package and may opt to utilize a cash bar.

WHAT IS THE FOOD AND BEVERAGE MINIMUM THAT MUST BE MET?

Food and beverage minimums vary by days and dayparts. Contact us to receive more information about food and beverage minimums.

HOW WILL THE EVENT BE STAFFED?

Our experienced staff will extend courteous, professional service to you and your guests. We require one server for every 25 guests at the rate of \$35 an hour. Staffing is also required for event set-up and tear down one hour before and one hour after the event. If alcohol is served, one bartender is required for every 25 guests. Any additional gratuity is at the discretion of the guest.

For events that extend past midnight, the service fee will increase to \$50 an hour.



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ARE THERE ADDITIONAL FEES?:

Additional fee may be applied to:

Extended Hours

Setup and breakdown of tables, chairs, or other room configurations beyond what is the normal set-up of the room

Use of cocktail tables and linens

Flip of room configuration during the event

Extended consultation hours with our Event Director

WHEN MUST THE FOOD AND DRINK SELECTIONS BE FINALIZED?

It is our policy that food and drink selections and guest counts must be finalized a minimum of 14 days before the scheduled event. Reductions in guest count after this period will not be discounted.

ARE YOU ABLE TO DEDUCT CHARGES FOR NON-DRINKING GUESTS AT AN EVENT WHERE ALCOHOL IS SERVED?

It is our policy that for events where a bar package is selected that all adult guests will be counted toward the total alcohol charge. Event hosts may opt to instead pay per consumption, offer a cash bar, or offer drink tickets. For events where a cash bar is utilized, an automatic gratuity of 18% will be added to each bar tab.

AM I ALLOWED TO HAVE A DJ OR MUSIC?

Yes; however, the noise generated by and during the event must be in compliance with the City of Bellaire sound ordinance.

DOES THE SPACE HAVE AUDIOVISUAL EQUIPMENT?

The space is equipped with speakers that may stream music from a computer, smartphone, or tablet. The space also has a 130-inch screen that may be used for slideshows that may stream music from a computer, smartphone, or tablet. The event host must schedule an appointment to run the slideshow at least one week in advance of the event.

IS OUTSIDE FOOD OR DRINK ALLOWED?

Outside desserts such as cakes or food-based party favors are allowed as well as any outside food for occasions such as religious celebrations. No outside alcohol is not allowed.

MAY I DECORATE THE SPACE?

The 77 welcomes and encourages you to decorate the space per your vision but does not allow the use of tape, tacks, nails, glue, or staples in hanging of décor or taping of décor to the walls.

WHO DO I CONTACT TO RENT THE SPACE?

We would like to thank you for considering The '77 for your next event. If you wish to book your event or have any further questions please contact us via email at: info@the77bellaire.com or via phone at 713.588.9959.



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DEPOSIT:

A deposit will be requested at the time the room is reserved based on the size of your event. This amount will be applied to the total bill at the end of your event. The deposit is fully refundable up to two weeks prior to your event if a cancellation is necessary, with the exception of parties scheduled in December, which are non-refundable. Minimums do not include tax and gratuity.

PAYMENT:

The balance of your payment is expected in full at the end of your event. We accept all major credit cards. No checks, please.

RESERVATION POLICY:

Reservations are confirmed upon receipt of deposit and completed reservation form.

One date only may be secured per paid reservation fee. The reservation fee is non-refundable if the reservation is made within 30 days or less from the event date.

WHAT IS YOUR COVID POLICY?

If Client reschedules the Reservation Date, written notice must be given to the Company of Client's intention to reschedule the Reservation Date and identify the new date, if known, for the Reservation (hereinafter, "Rescheduled Reservation Date.").

For scheduled events in all months except December, the client may reschedule their Reservation Date without penalty prior to 14 days before the reservation date, after which a 15% Rescheduling Fee applies. For events scheduled in December, the client may reschedule their Reservation Date without penalty prior to 30 days before the reservation date, after which a 15% Rescheduling Fee applies. There are no refunds for scheduled December events cancelled within 30 days of the event date.

- If you do not have a Rescheduled Reservation date yet, your Retainer and any other payment made to date will be kept on file as credit for up to 1 year from the original Reservation date.
 - Company only accepts Rescheduled Reservation Dates up to 1 year from the original Reservation Date, after which any Client payments and/or credit to date is forfeited.
- Any payment made by Client at the time of rescheduling, Retainer or otherwise, will be kept as a credit and applied to the Rescheduled Reservation Date.
- Client understands that if a new Rescheduled Reservation Date is not established immediately,
 - Company cannot guarantee the availability of the Rental Items on the Rescheduled Reservation Date.
 - Remaining balance is still due 2 weeks prior to the original event date.



MODIFIED COVID-19 CANCELLATION AND RESCHEDULING AGREEMENT:

Applicable to Reservation

Dates from August 10, 2021 through December 31, 2021.

These modified COVID-19 Cancellation and Rescheduling Policies apply to reservations needing to cancel or reschedule specifically due to COVID-19 related state or county mandates, such as shelter-in-place orders, event bans or gathering limits. The policies listed below are only enacted by a state or county mandate.

- Company will waive the 15% rescheduling fee for reschedules made 48 hours or more (notice received between 9am-5pm CST) from the reservation time
- Cancellation or reschedules made 48 hours or more (notice received between 9am-5pm CST) from the reservation will receive a full credit for any amounts paid made for a future reservation up to 1 year from the original Reservation Date; Rescheduled date not required at time of cancellation.
- When cancelling, Client will receive credit for all payments made to date for use on any event taking place in the next year. Credit will automatically expire after 1 year.
 - When rescheduling, items from original order are subject to availability.
- When rescheduling, a new signed contract will be required for the new Reservation Date.
- Unless stated in this clause, all other terms in this Agreement apply, including payment terms (outlined above).
- With the ever-changing nature of the COVID-19 pandemic, Company reserves the right to make reasonable modifications to these COVID-19 policies as new information is learned. In the event of such modification, Company is required to notify Client of the modification(s) at which time the parties can agree to sign an amended contract.