



STATION 3

C3's Catering Companies work here and can cater your event!

SERVICES

- * Full use of the *Station 3* Building and Grounds For Contracted Amount of Time
- * Paved parking lot next door (holds up to 75 vehicles)
- * Valet Parking for Your Guests Available (please contact us for quote)
- * Use of our Tables and Chair Inventory: (6) 60" Rounds // (25) 6' Rectangles // (1) 48" Round // (6) 30" Bar High Tables // Black Wood Folding Chairs with Padded Seats
- * Set Up and Tear Down of Tables and Chairs (this is a one time set up, with the exception of our 10 Hour Package which includes the price of a room flip from Ceremony to Reception)
- * Onsite Bridal Suite (complementary for Weddings only-can be rented if needed for other private events)
- * Onsite Venue Manager (not a Wedding or Event Planner-will need to be booked separately)
- * 2 Catering Prep areas with all necessary power supply
- * One Event Security Officer for your Event (additional officers needed for parties over 150) (price included in weekend event packages only)



FREQUENTLY ASKED QUESTIONS:

WHAT IS YOUR MAXIMUM CAPACITY?

The maximum capacity of the entire building is 250 (guests plus all staff /vendors). This number changes drastically depending on the number of tables, chairs, furniture, etc. that you add to the building. For a wedding we typically recommend keeping your guest count closer to a maximum of 150 for maximum comfort. Please contact one of our Venue Coordinators/Managers for more details about your event and type of format you have in mind for a more customized answer.

HOW MANY PEOPLE CAN YOU FIT AT A 60" ROUND TABLE?

Seats 8-10 guests

WHAT SIZE LINEN DO I NEED FOR A 60" ROUND TABLE?

Linen size (round) 120", touches the floor

HOW MANY PEOPLE CAN YOU FIT AT A 6' X 30" RECTANGLE TABLE?

Seats 6-8 guests

WHAT SIZE LINEN DO I NEED FOR A 6' X 30" RECTANGLE TABLE?

Linen size (banquet) 90" x 132"

WHAT DO YOUR CHAIRS LOOK LIKE?



STATION 3 EVENT SETUP & CLEAN UP POLICIES

- Station 3 will set up Station 3 tables & chairs one time (unless 10 hour rental package has been booked which includes the cost of one room flip) according to the agreed upon layout. If a room flip is necessary this must be arranged for in advance with Station 3 and the Room Flip fee of \$350 for parties of 100 or less; \$500 for parties over 100 will be added to your total.
- At this time only LED/flameless candles may be used at the venue. This is subject to change and will be updated once we are granted permission from the City of Houston.
- Station 3 will provide tear down of all Station 3 tables and chairs at the end of the night. Any furniture, additional tables or outside chairs brought in from another vendor must be broken down and picked up by the rental company at the end of the night.
- All dancing must take place downstairs as the upstairs floors are original 100+ year old wood and for historical preservation and safety purposes we will not be able to allow dancing on these floors.
- Catering/Clients **must remove all trash** from the premises at the end of the night (with the exception of bathroom trash cans). If all trash has not been removed from the building and taken to the dumpster you will not receive \$500 of your \$1,000 Security Deposit back.
- Catering/Clients are responsible for the sweeping and mopping of any spills and/or trash on the floors (we are not asking for you to sweep and mop the whole building just items spilled that can leave the floors sticky or ruined if not mopped up that night).
- **Station 3 does not provide linens of any kind including the Bar tables. Downstairs Bar requires (2) 90" x 132" rectangle linens and each additional bar requires (1) "Bar Cover" linen (or 2 -90"x 132" rectangular linens) for the doubled tiered 6' x 30" bar setup.**
- All items must be removed from the catering refrigerator/kitchens and bridal suite refrigerator at the end of the night.
- Rental items must be picked up and removed from premises at the end of the night. Please make sure to allow enough time for this in your clean up time.
- Catering/Clients must check out with the onsite Station 3 Event Coordinator before leaving at the end of the night. **Not checking out with Station 3 Event Coordinator will result in loss of deposit.**

TOSS/EXIT ITEMS FOR "COUPLES EXIT" POLICIES (ONLY APPLICABLE FOR WEDDINGS)

Not Allowed:

- Fireworks
- Rice (harmful to animals if ingested)
- Silk petals; nothing that is not biodegradable
- Airborne lanterns

Allowable Items (Outside ONLY):

- Lavender and other wildflower seeds
- Bubbles
- Real flower petals
- Confetti (biodegradable)
- Bird Seed
- Sparklers **(you must obtain a permit from the city in order to use these within the city limits)**

Please note that if confetti, flower petals or any other similar items are used during the event then the client will be responsible for assigning someone to sweep this up at the end of the event as this exceeds our standard cleanup.

Allowable Items (Inside):

- Noise makers
- Bells
- Ribbon Wands
- Real flower petals (for ceremony only – must be cleaned up after by florist or arrangements can be made with Station 3 – dependent upon quantity of flowers a small clean up fee may apply)