

## ***LIVE OAK FRIENDS MEETING***

*1318 West 26<sup>th</sup> 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.

#### **Security Deposit:**

A security deposit of \$250 is required to cover the cost of any damage or loss or time in excess of the time specified and is to be paid at the signing of the contract. The security deposit will be returned within two weeks after the event provided there are no damages and there is no need for supplemental cleaning following the event. Any such loss or damage or time overage will be deducted from the deposit. If loss or damage exceeds the amount of \$250, the amount in excess of the \$250 deposit will be billed to the licensing person after cost estimates have been made available to LOFM.

#### **Fees and Deposits:**

The rental fee is \$900.00 which includes three hours use of the Meeting House and the Little House and a rehearsal time. This time-frame includes set up and take-down and clean-up. Additional hours may be reserved in advance for \$150.00 per hour. Half of the rental fee (\$450.00) and the security deposit of \$250.00 must be paid when the space is reserved. The balance is required to be paid at least one week prior to the event.

The initial deposit will be refunded if written notice of cancellation is provided at least 30 (thirty) days prior to the scheduled event.

Any holding over of time after the scheduled ending time will have the deposit deducted at the rate of \$56 in fifteen minute increments.

#### **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.

**Weddings:**

Wedding ceremonies may be religious or civil. The wedding couple is asked to submit a brief letter stating the tradition of the ceremony. A wedding party may schedule up to a two-hour rehearsal prior to the wedding at no additional charge. 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 (usually 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  
person

\_\_\_\_\_  
Date  
Date

\_\_\_\_\_  
Printed name  
of licensing person  
of licensing person

\_\_\_\_\_

*Signature for LOFMRevised 2/23/2016*

# **LIVE OAK FRIENDS MEETING**

## *GENERAL CONDITIONS FOR USE OF THE MEETING HOUSE PROPERTY*

### *FOR WEDDINGS AND OTHER EVENTS*

All persons are welcome to be married in the Meeting House. The wedding 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; no photographs or videos shall include the aperture. 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 Sky Space 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.

The minimum fee for use of the Meeting House is \$900. There is also a refundable security deposit of \$250 payable at the signing of the contract.

We do not reserve the Meeting House more than 6 months in advance. If you wish to reserve the Meeting House both parties desiring to be married must submit a brief letter stating the tradition of the ceremony and make an appointment to finalize the arrangements.

*Revised 3/14/2015*