

# BRIAR ROSE VENUE

## POLICIES & PROCEDURES

*Thank you for choosing Briar Rose Venue. These policies help ensure a safe, seamless, and beautiful experience for you and your guests.*

### ALLOCATED WEDDING & RECEPTION TIME

- Fri & Sat: 7 hours for set up, 5 hours wedding + reception, and an extra hour at the end to collect your belongings
- Sun: 4 hours for setup, 5 hours for the wedding + reception, and an extra hour at the end to collect your belongings

### INSURANCE REQUIREMENTS

All clients must carry Event Day Insurance and submit proof before the event. We can recommend reliable providers if needed.

### CLIENT CONCIERGE

Your rental includes a Client Concierge who assists with venue functionality such as lighting, temperature, and restroom needs.

They do not handle decorating, ceremony execution, timelines, or vendor management. Coordination and Décor Placement services are available for an additional fee.

### EVENT PLAN REQUIREMENTS

Submit your full Event Plan 30 days before the wedding, including timeline, rain plan, Vendor Contact Form, vendor arrival/departure times, and final guest count.

If you use our in-house coordination services, they will assist with these tasks.

### WEATHER CONTINGENCY PLANS

Weather decisions must be finalized one week before your event to ensure proper staffing and setup.

## **BAR SERVICE**

Our bar service includes up to 5 hours, starting after the ceremony and ending 30 minutes before exit or at 10:30 p.m., whichever comes first.

Outside alcohol is NOT prohibited. Violation results in a \$500 fee.

## **DECORATIONS**

- No nails, screws, tape, or adhesives on painted surfaces
- Something Borrowed Closet items may be used if added to your package.
- All décor and personal belongings must be removed by the end of the rental period.

## **SPARKLERS & CONFETTI**

- Sparklers permitted unless burn ban is active.
- Only water-soluble confetti allowed
- No biodegradable confetti (It takes a year or more to disappear)
- Confirm with us before purchasing

## **OPEN FLAMES**

Allowed only if candles are:

- Inside a glass vase
- Dripless & Smokeless
- Damaged linens will be charged to the client the night of the event.

## **ROSE PETALS**

- No artificial petals
- Indoor petals must be light-colored to prevent staining.

## **CONDUCT & CHILD SAFETY**

Children must be supervised at all times.

No unsupervised children in the parking lot, Bridal Suite, Groom's Cabin, or outdoor areas.

## CLEANING EXPECTATIONS

Before leaving, please:

- Clear tables of personal items
- Avoid placing large boxes in the dumpster.
- Remove personal belongings from the Bridal Suite
- Remove personal belongings from the Groom's Cabin before the ceremony begins.
- Bag trash in both suites (this prevents accidental disposal of personal items)
- Leave bagged trash in the suite—our staff handles removal.

## PETS

Pets are welcome if:

- On a leash
- Have a dedicated handler.
- Kept away from food areas
- Placed in a kennel during food service
- Approved by Briar Rose Venue
- Fully vaccinated (records required)
- If staying after photos, pets must be kenneled in the Bonus Suite.

## SMOKING & VAPING

Allowed only in designated outdoor areas; not within 20 feet of the building. Dispose of waste in designated containers.

## FIREARMS & ILLEGAL SUBSTANCES

- No firearms allowed in the venue
- The possession or use of illegal substances—by guests or vendors—is strictly prohibited. Violation of this policy will result in immediate event termination without refund.

## **PARKING & DROP-OFF POLICY**

You may briefly park in front of the venue to unload items.

- Vehicles may not remain parked in front of the building, as it causes guest confusion, blocks emergency access, and disrupts photos/exit views.
- Please move vehicles to the designated parking area immediately after unloading.
- To avoid confusion, please do not drop pins for guests or food deliveries. Because Briar Rose covers 54 acres and has several entrances, pins are often inaccurate. Always share the official address instead: 13647 FM 14, Tyler, Texas

## **GROOM'S CABIN**

- Groom + groomsmen must park at the venue.
- Briar Rose will transport them to the cabin.
- No personal vehicles may drive to the cabin; violation fee: \$500
- Alcohol permitted only at the cabin (not inside the venue during event hours)
- Cabin access: 5 hours before the ceremony
- All items must be removed before the ceremony
- Excess trash or damage will result in a fee
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## **BRIDAL SUITE POLICIES**

### **Alcohol**

Outside alcohol is not permitted. A complimentary mimosa bar is available upon request. Violation will result in a \$500 fee.

### **Food**

Breakfast and lunch may be brought in for the bridal party. Nearby options include Chick-fil-A and Starbucks. Light snacks also work well.

### **Mirrors**

Mirrors may not be moved under any circumstances due to weight and safety.

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## **POLICY AGREEMENT & FEES**

Failure to follow these policies will result in a minimum fee of \$500, collected the night of the event.

Bride's Signature: \_\_\_\_\_

Briar Rose Venue Representative: \_\_\_\_\_