



*A guide to planning your wedding reception at the Brazos Center*

- Security Deposit:** Once you have decided on a date, a refundable security deposit is needed to reserve your date.
- Cancellation Policy:** To receive a deposit refund, a written notification of your intention to cancel must be received 90 days prior to your event date.
- Fees:** All fees are due two weeks before your event. The fees include tables, chairs and set-up for your event.
- Set-up day:** You may reserve the room you have booked the day before your event for a discounted fee. This applies to the larger assembly rooms only.
- Planning:** The Brazos Center staff will work with you to design a layout perfect for your wedding or reception. We can also suggest vendors who can enhance your décor with draping and lighting.
- Catering:** The Brazos Center has a list of approved caterers who offer a wide variety of menu items to please you and your guests.
- Alcohol:** If you decide to have alcohol at your reception, an alcohol surcharge will be added to your fees. All alcohol must be brought into the building by an approved alcohol provider. Peace officers must be present at any event serving alcohol.
- Peace officers:** Peace officers are scheduled by the Brazos Center. They are uniformed security officers that are employed by Brazos County. You are responsible for paying them directly at the beginning of your event. The charge is \$30 per hour per officer.
- Clean-up policy:** All rooms are to be left as found. Please dispose of all trash and remove all decorations at the end of your event. Leave the kitchen and servery areas clean and remove all food and beverages.