



12612 Malcomson • Houston, TX 77070 • [www.chateaupolonez.com](http://www.chateaupolonez.com)  
T 281.655.5656 • F 832.717.3664

## VENUE RENTAL

Thank you for considering Chateau Polonez! We offer private use of our one-of-a-kind gated venue, which is situated on 5 wooded acres. Only one event is hosted each day, so you and your guests will be able to celebrate in an intimate setting, without running into any other wedding parties or events!

These amenities are complimentary with all rentals at Chateau Polonez...

### INSIDE FEATURES

- ~ Capacity of up to 350 guests for Reception only or 200 guests for a Ceremony and Reception. (If your guest count is over 200, please inquire about our Cabaret Style option)
- ~ Grand Foyer with a double wrought iron stair case featuring an entry table topped by a lovely silk floral arrangement, sign in podium, two tiered antique easel, and beautiful wooden side tables you may use for gifts or personal items
- ~ Spacious dance floor (24 feet x 24 feet)
- ~ Fully built in bar and parlor area (details can be found in the bar section)
- ~ Use of our Bridal suite equipped with a vanity, armoire, lounge furniture, full length mirror, private bathroom with a Jacuzzi tub, and balcony access
- ~ Use of our Grooms suite equipped with a full length mirror, coat rack, lounge furniture, private bathroom with a shower, and balcony access

### TABLES

- ~ Downstairs - 72" round dining tables seating 10 guests; upstairs - 60" round dining tables seating 8 guests (required)
- ~ Private sweetheart table for bride and groom available
- ~ Long, round, or cocktail tables provided for DJ, cake, and all specialty items. Our Venue Director will help to customize your table layout based on your specific needs
- ~ Wooden upholstered chairs provided for all seating (required)
- ~ Choice of white or ivory floor length linens provided for all tables
- ~ All porcelain dinnerware, flatware, glassware, and linen napkins for guest tables
- ~ Bar and all stations will be supplied with custom Chateau Polonez cocktail napkins

### MORE

- ~ Assistance of Venue Director throughout planning process, please see page 2 for extensive list of services provided
- ~ Your choice of a complimentary bottle of champagne, wine, or a dozen beers for the Bridal and Grooms suite
- ~ Snacks provided in both Bride and Groom's suite consisting of seasonal fruit, cheese or dips
- ~ 2 hour complimentary portrait session
- ~ Set up and clean up service for your event
- ~ 2 security officers for your event

## VENUE INVESTMENT

We have a Venue Rental and a Catering and Beverage Minimum

Saturday (any 10 hours)

Friday or Sunday (any 8 hours)

Monday thru Thursday (any 7 hours)

\*Venue Rental for events that take place in January, February, and August will be lower\*

\*Rental times include setup time, event time of 4 hours, and teardown time of 1 hour at minimum\*

\*8 am is the earliest start time and 2am is the latest end time\*

\*Rates will be higher on Holidays\*



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## ON-SITE VENUE DIRECTOR

On the day of your wedding, you need to be enjoying the day! All events will be monitored by one of our dedicated and experienced Venue Directors whose duties include...

- Assisting you with planning meetings at the Chateau
- Unlimited access by phone or email
- Contacting you with reminders, beginning 4 months out to ensure you are staying on track with all items due and the planning of your event
- Providing a list of recommended vendors, although you are more than welcome to work with any vendors of your choosing
- Coordinating contact with the catering director, and setting up your private tasting
- Scheduling a final 1 month planning meeting to help in creating a custom floor plan based on the specific needs of your event, creating a timeline, and finalizing all details of your event
- 1 week prior to your event, outside vendors will be contacted and provided with a map and directions and a gate access code. At this time their setup times will also be confirmed.
- Monitoring of your event setup and breakdown
- Manage behind the scene details during your event (cocktail hour, champagne toast, cake cutting, etc)
- Placement of favors, menu cards, and other items provided by bride
- Management and coordination of wait staff, bar staff, etc. to ensure the event meets Chateau Polonez's high standards of service
- Manage event timeline and event details
- Coordinate pre-reception drinks and appetizers for bride and groom for them to enjoy
- Assisting in passing out sparklers, rose petals, etc. for send off
- At conclusion of event, will box top layer of bride's cake and leftover cake to take home and collect personal slicers and champagne flutes
- Coordinate carry out dinner for bride and groom with catering director
- Will assist in loading designated vehicles with gifts



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## CEREMONY

Complimentary with the addition of an on-site ceremony...

- Choice of 3 unique locations
  - Ballroom - The center of our elegant ballroom will be blocked off on both sides by floor to ceiling gold satin curtains creating a dramatic, long, chapel-like setting with hanging chandeliers and a backdrop of two story windows overlooking the wooded grounds
  - Garden Terrace - Our terrace is surrounded by gardens, a wood burning fireplace wall is the backdrop for the ceremony, outdoor lanterns lead to and surround the terrace for a serene intimate setting
  - Gazebo and Pond- A gorgeous lawn wedding can be held on the gazebo, overlooking the pond and fountain. Spring through fall wisteria covers the gazebo, beautiful!
- All ceremony options accommodate up to 200 guests (If your guest count is over 200, please inquire about our Cabaret Style option)
- White cushioned folding chairs provided
- Wrought Iron 3 piece unity candle provided
- Set up, transition, and your 1 Hour rehearsal (Thursday prior to your event)
- Professional Coordinator provided to coordinate and lead rehearsal, line-up and guide wedding party and family the day of the wedding ceremony, and coordinate formal pictures.

## MENU

### *Glorious Cuisine*

All menu preparation is completed on-site in our commercial kitchen to ensure the freshest quality. In addition, all ingredients are hand-selected and inspected to ensure only the best ingredients are used for your wedding with many of the herbs used being grown in our very own garden at Chateau Polonez!

Some of the benefits you will enjoy with our in-house catering...

- A personal consultation with Natalia, our catering director, to create a perfect harmony of menu items for your wedding day
- A private and complimentary tasting for up to 4 individuals based on items that you have personally chosen (no group tastings here!)
- All wait staff needed for a 4 hour reception
- Complimentary cake cutting
- All appetizer stations artistically designed with varying heights and adorned with candles
- A complete-meal-for-two available for the bride and groom at the end of the evening
- Champagne flutes and slicers provided upon request

**\*Please look to Catering packet for pricing. Pricing will be lower for Friday and Sunday events\***

**\*Outside catering is not permitted\***



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## BAR PACKAGES

Our black granite-top bar is a fully functioning, fully stocked bar. Because it is built-in, we are able to offer a wide variety of beers, wines, and liquors complete with all garnishes and mixers needed to make any of your favorite martinis, cocktails, and frozen blended drinks. The bar parlor features a built in fireplace and carved wooden cocktail tables and matching bar chairs; the perfect area for your guests to lounge!

Complimentary with the use of our in-house bar...

- All bars are setup for a minimum of 4 hours
- The Non-Alcoholic Bar Package is our minimum bar required
- All beverage needs must be taken care of through Chateau Polonez (we are licensed through TABC)
- All packages include complimentary garnishes and mixers needed for the drinks in your package
- All drinks served in stemmed glassware with cocktail napkins, bar straws, and stirrers provided
- A self serve coffee station, complete with porcelain coffee cups and saucers, available to your guests all night

### Open Non-Alcoholic Bar

- Non-alcoholic beverages: water and iced tea (at the table), bottled water, Perrier, Coke, Diet Coke, Dr. Pepper, Sprite, orange, cranberry, grapefruit, pineapple, and tomato juices, coffee station setup
- Unlimited for up to 6 hours

### Open Bar 1

- Unlimited for 4 hours
- Charged to 90% of your total guest count
- Complimentary wine passed during cocktail hour
- Complimentary champagne passed for the toast
- Domestic beers: Bud Light, Miller Light, Shiner, Budweiser
- Imported and local beers: Corona, Heineken, Guinness, Becks, St. Arnold's
- House champagne
- House wines: a Merlot, Cabernet Sauvignon, Shiraz, Chardonnay, Pinot Grigio, Riesling, White Zinfandel
- Non-alcoholic bar options included

### Open Bar II

- Unlimited for 4 hours
- Charged to 90% of your total guest count
- Complimentary wine passed during cocktail hour
- Complimentary champagne passed for the toast
- All items included in Open Bar 1
- House Liquors added: Absolut, Absolut Citron, Absolut Vanilla, Absolut Mandarin, Amaretto Di Saronno, Bacardi Silver Light Rum, Bailey's Irish Cream, Captain Morgan's Spiced Rum, Cuervo 1800 Tequila, J&B, Jack Daniels Black, Jameson Irish Whisky, Kahlua Coffee Liqueur, Midori, Tanqueray
- Non-alcoholic bar options included



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### Open Bar III

- ∞ Unlimited for 4 hours
- ∞ Charged to 90% of your total guest count
- ∞ Complimentary wine passed during cocktail hour
- ∞ Complimentary champagne passed for the toast
- ∞ Everything included in Open Bar II
- ∞ Premium Champagne added
- ∞ Premium Wines added: a Cabernet Sauvignon, Pinot Noir, Chardonnay, Sauvignon Blanc
- ∞ Premium Liquors added: Bombay Sapphire, Courvoisier VS, Chivas Regal 12+, Crown Royal, Glenlivet Malt Scotch 12+, Grand Marnier, Grey Goose, Johnnie Walker Black, Maker's Mark, MacAllan 12+, Patron Silver, Remy VSOP
- ∞ Non-alcoholic bar options included

### Tab Bar

- ∞ Unlimited for 4 hours
- ∞ Bar is set up with items corresponding to any of the Open Bars, you choose!
- ∞ Tab Bar is based on consumption (per drink), and is paid post event
- ∞ Please see cash bar pricing for per drink rates
- ∞ Minimum is taken care of prior to your event, overages are billed and paid within two weeks

### Cash Bar

- ∞ Guests purchase alcoholic drinks
- ∞ Cashier would be added
- ∞ Purchase of open non-alcoholic bar would be required

### Bar Staffing

- ∞ Minimum of 2 bar staff on a 4 hour minimum is required.



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## DECOR OPTIONS

### Classic Candle Package

- ☞ Choice of two types of clear votives: classic bubble votive or modern cylinder votive
- ☞ 3-5 votives per table to accent your centerpieces
- ☞ Votives for the foyer and cake tables
- ☞ Decorative candle fixtures in bar parlor on fireplace mantle
- ☞ Complete setup, lighting, teardown, and cleaning

### Amber Candle Package

- ☞ 2-3 Gold rimmed votives per table to accent centerpieces
- ☞ Choice of two stemmed candle fixtures in varying heights to mix in with the votives: Large amber glass fixture with curved stem or amber fixture with wrought iron straight stem- 2-3 per table
- ☞ Gold rimmed votives and stemmed candle fixtures for the foyer, cake, and all specialty tables
- ☞ Decorative candle fixtures in bar parlor on fireplace mantle
- ☞ Complete setup, lighting, teardown, and cleaning

### Crystal Candle Package

- ☞ 2-4 Crystal stoned votives per table to accent centerpieces
- ☞ Larger stemmed crystal stoned candle fixtures in varying heights used for head table, foyer, and other specialty tables
- ☞ Basic votives mixed in to add additional lighting
- ☞ Decorative candle fixtures in bar parlor on fireplace mantle
- ☞ Complete setup, lighting, teardown, and cleaning

### Other Luxury Amenities

- ☞ Satin Self Tie Chair Covers: includes service charge, setup and teardown  
(Available in black, white, ivory, chocolate brown, sage green, red, silver, gold, and champagne)
- ☞ Spandex Chair Covers: charges include service charge, setup and teardown  
(Available in black, white, ivory, and slate gray)
- ☞ Old gold satin pintuck overlay
- ☞ Champagne organza overlay

\*Please look to our Itemized Pricing Sheet for additional services and pricing\*



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## EXTENDING YOUR EVENT

An hourly cost, which will cover the required staffing until your guest departure

\*Chateau Polonez must provide and will determine quantity and length of all staffing services\*

## IT'S PERFECT FOR ME! NOW WHAT?

Selecting your wedding venue is one of the most important aspects of the planning process, congratulations! Unlike many venues, we always review our contracts with clients either in person or on the phone. It is important to us that you have the opportunity to ask any questions regarding this investment.

- ∞ To reserve your date: 50% of the Venue Rental (non-refundable) and a signed contract are required.
- ∞ 7.25% sales tax will be added where applicable (Venue Rental, Ceremony, and Alcohol are not taxable)
- ∞ 20% service charge will apply to the menu total only
- ∞ \$500 Damage Deposit is required and will be returned upon completion of event provided there are no significant damages
- ∞ Prices are always subject to change

## FREQUENTLY ASKED QUESTIONS

1) How do I hold my date or book an Event?

You will need a signed contract and half of the venue rental fee, which serves as the deposit and is non-refundable.

2) How far advance should I book?

Chateau Polonez books events anywhere from 1 month out, and as far as 1 ½ years

3) Is there special pricing for events held on Holidays?

Holiday bookings are always priced as Saturday events regardless of the day on which they fall.

4) Are there certain months that have lower rates?

Yes! Events occurring in the months of January, February, and August will have a Venue Rental \$1,000 lower than other months.

5) Can our event last longer than 4 hours?

Yes, you may purchase additional time for your reception at \$250 per hour. This rate includes all required staffing. You may elect to close the bar or keep it open, extra hourly rates for the bar and bar staff can be found in the bar section.

6) How do payments work?

After the initial deposit, payments are made in 3 installments. Payments begin 4 months prior to your Event.



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7) Do I need to make a separate deposit for catering?

No you will not need to make a separate deposit. For your convenience, your catering choices will be listed on your invoice with Chateau Polonez.

8) What is the capacity for Ceremonies? Receptions?

The capacity for a Ceremony and Reception (Indoor and Outdoor) is 200 Guests. For Reception only capacity is 350 Guests with a dance floor. (If your guest count is over 200, please inquire about our Cabaret Style option)

9) Do you allow outside catering?

No. All events are catered exclusively by our wonderful in house caterer, Glorious Cuisine. For customizations to the menu please contact our catering director, Natalia at (713) 826-4615 or [nataliam@gloriouscuisine.com](mailto:nataliam@gloriouscuisine.com).

10) Do you have a Preferred Vendor list?

No, we simply have a Recommended Vendor list for your convenience. It's a great starting point! You may also bring in vendors of your choice, but we do reserve the right to approve or deny use of vendors.

11) What if I have a Wedding Coordinator?

If you are having your ceremony here at Chateau Polonez and are already working with a wedding planner, you can deduct a portion from the Ceremony Fee.

12) Does Chateau Polonez supply a Wedding Coordinator?

You will work with one of our Venue Directors to plan the services you are arranging through Chateau Polonez. They will also be at attendance during your event to make sure all Chateau Polonez services are completed as planned. A Wedding Coordinator will be provided for all ceremonies on site.

13) Can we bring in our own alcohol or take alcohol from the Chateau?

No. All beverages will be purchased through Chateau Polonez in compliance with the Texas Alcoholic Beverage Commission laws.

14) What is the availability of parking?

Our parking lot was built to accommodate parties of up to 350 guests

15) Can I special order alcohol?

If you have a favorite wine, beer, or liquor, we are happy to special order that for you. Special orders are done in addition to one of our open or tab bars and are limited to 2 additional items. Please ask us for a quote.