



TEXAS MARITIME MUSEUM

1202 Navigation Circle · Rockport, Texas 78382 · (361) 729-1271 · Fax (361) 729-9938 · (866) 729-AHOY · E-mail:klrdouglass@gmail.com

Texas Maritime Museum Facility Rental

The Texas Maritime Museum is dedicated to preserving and interpreting the rich maritime heritage of Texas – from Spanish exploration to the search for offshore oil. The Texas Maritime Museum galleries, Education Center, and museum grounds are available for after-hour rentals. The Texas Maritime Museum's hours are Tuesday through Saturday, 10 a.m. to 4 p.m. and Sunday from 1 p.m. to 4 p.m. The museum is closed on Monday.

The rental fees are:

- **\$75/hour for private organizations/venue.** This includes set-up/take-down time. A \$100 deposit will be required, and will be applied to final bill upon inspection of the Museum by the staff.
- **\$50/hour for 501©3 and 501©6 non-profit organizations.** A \$100 deposit will be required, and will be applied to final bill upon inspection of the Museum by the staff.
- Rental is free for retiring military or for other military ceremonies.

A member of the Texas Maritime Museum staff will be present through the entire event for security of the artifacts and any other issues that may arise.

For further information, please contact:

Curator

Texas Maritime Museum (361)729-1271, ext. 104

curator@texasmaritimemuseum.org

Application for rental of the Texas Maritime Museum

Date Request Made _____

Rental Date Requested _____ Time Needed _____

Facility Reserved By

Name _____

Address _____

City/State _____ Zip _____

Telephone _____ Email _____

Number of Guests Expected _____

Will a Caterer be used? _____

Will alcoholic beverages be served? _____

What foods will be served?

Is there a need for table/chairs? If so, how many of each? _____

Rental Fees subject to terms in *General Regulations***.

Additional Needs

Please Note: This contract must be returned within two weeks of the date that the request was made or the reservation will be cancelled.

General Regulations

1. Application will be approved for adult(s) who accept the responsibility of supervision throughout the period covered by the application.
2. The Museum may not be available on requested dates due to exhibit constraints. The space available may also be limited due to exhibit requirements.
3. Reservations must be made by completing this form and either submitting electronically, mailing, or dropping off at 1202 Navigation Cr., Rockport, Texas 78382. If submitted electronically, the original form must be signed and mailed along with the deposit.
4. Cancellations should be reported immediately. Full refunds will not be made unless the office is notified 30 days prior to the event. Cancellations fees are as follow:
 - Within 29 days \$25.00
 - Within 15 days \$50.00
 - Within 5 days or less \$75.00
5. Museum Equipment available for rental:
 - Eight - 8ft long banquet tables available for \$3.00 each
 - One Hundred – Metal Folding Chairs available at \$.50 each
 - **The renter must make all arrangements for outside equipment
6. The Curator, before installation, must approve any decorations. Decorations may not be affixed to any structure, object, or collection on the Museum grounds with damaging substance (no tape, glue, tacks, double-sided tape, or nails, ect.) Free standing decorations, or those attached with string, will be allowed.
7. Renter is responsible for letting the caterer, florist, or any other contracted persons know what they will be able to deliver, decorate, or have access to on the grounds. Museum staff will not be responsible for accepting delivery of any materials for renter. A list of names of all contracted persons must be available to the Museum staff.
8. Alcoholic beverage usage must comply with the Texas Alcoholic Beverage Commission regulations, Aransas County, and City of Rockport Ordinances.
9. Responsibility: Applicant **will be** responsible for cost of repair or replacement of **any damage** to the structure/objects in the Texas Maritime Museum or on the grounds.
10. Cleanup: Applicant is responsible for all cleanup. The Museum grounds must be left clean and clear of decorations, litter, and other debris. The Museum staff will inspect the grounds, and failure to comply with cleanup will result in forfeiture of deposit, as well as the additional cleaning bill if needed.
11. Food: Due to the risk of artifact damage, we cannot permit red wine, dark berries or tomato based sauces to be served. We reserve the right to refuse certain foods and drinks in the Museum.
12. The museum will not close for events during our normal operating hours unless arrangements are made 30 days in advance with the CEO.
13. All events must end by 11 p.m. due to city ordinance.

I have read and agree with these regulations_____.

General Statement of Understanding

The Texas Maritime Museum is operated for the benefit of the general public and permission for private use of the Museum grounds is a privilege given by the Museum. Because the Museum is operated for the general public, it is necessary that certain regulations be established to protect its best interest. Therefore, the following UNDERSTANDING must be agreed upon before permission to use the facility is granted:

I have read, understood, and signified my consent to the General Regulations and agree to abide by those conditions. I understand that if any damages incur my credit card will be charged for the full replacement value.

Please complete the information below and return to the Texas Maritime Museum. Deposit must be included with form. A signed copy from the Museum will be returned to you.

Name _____ Date _____

Credit Card Number _____

Expiration Date _____ Security Code _____

Billing Address _____

City _____ State _____ Zip _____

Signature _____

_____ Please charge my Credit Card for the deposit.

_____ I have included a check for the deposit.

Your rental for _____ has been approved.

Museum Staff _____ Date _____

Estimated # of Hours _____

Multiplied by Hourly Rate of \$75 or \$50 _____

Total Fee Amount Estimated _____

**Actual Charges will be assessed after event when either additional funds will be required, or a refund submitted.

For further questions, please call 361-729-1271 or email curator@texasmaritimuseum.org