

# TEXAS MARITIME MUSEUM



1202 Navigation Circle - Rockport, Texas 78382 - (361) 729-1271 - Fax (361) 729-9938 - (866) 729-AHOY - E-mail: [curator@texasmaritimemuseum.org](mailto:curator@texasmaritimemuseum.org)

## 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. What better place for your group to celebrate, entertain, educate and enjoy our state's maritime history, than the Texas Maritime Museum! Convention groups, civic and professional organizations, businesses, or corporations will find the Texas Maritime Museum the ideal site for their private events.

The Texas Maritime Museum, Maritime Collections & Education Center, and grounds are available for after-hour rentals. The Museum will remain open for viewing during all events, allowing your party to explore our exhibits.

The activity rental structure is as follows:

- \* **\$50/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.
- \* **\$25/hour for 501(c)3 and 501(c)6 non-profit organizations and military weddings.** A \$25 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 during the entire time of the event for security and any other issues that may arise.

For further information please contact:

Curator

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

The Texas Maritime Museum is located across from the Rockport Harbor. Museum 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 Mondays

# Application for Private Use of the Texas Maritime Museum

Date Request Made

Rental Date:

Rental Times:

Facility Reserved by:

Name:

Address:

City/State

Zip

Telephone

Number of Persons Expected

Will a caterer be used?

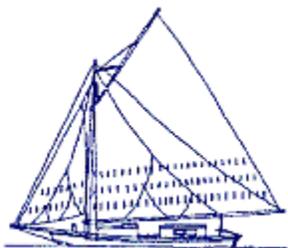
Will alcoholic beverages be served?

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 canceled.

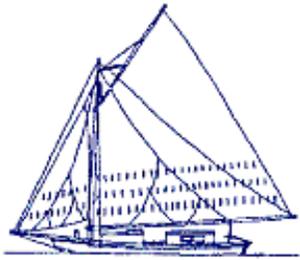


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## General Regulations

1. Application will be approved for adult(s) who accept the responsibility of supervision throughout the period covered by 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 the attached forms and either submitted electronically, mailed, or dropped off at 1202 Navigation Circle, Rockport, Texas 78382. (If submitted electronically, the General Statement of Understanding must be signed and mailed in 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. Cancellation fees are as follows - 30 days \$10, 15 days \$25, less than five days \$50.00.
5. Equipment: The museum has eight 8 foot long banquet tables available for a rental fee of \$3/each. Metal folding chairs are available for \$5/ ten chairs. Otherwise, the renter must make all arrangements for tables, chairs, etc.
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 (use no tape, glue, tacks, double-sided tape, or nails, etc.). 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.

I have read and agree  
with these regulations.



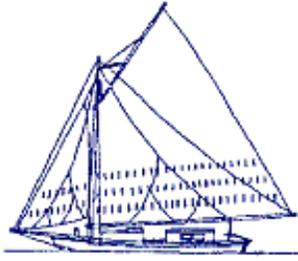
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## Regulations Cont'd.

8. Alcoholic beverage usage must comply with 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 structures/objects in the Texas Maritime Museum or on the Grounds.
10. Cleanup: Each group is responsible for it's own 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. A central dumpster located south of the museum is where all trash bags need to be disposed. The museum has one large trash can available. Renter must supply any others necessary.
11. The Museum will remain open for viewing during the event.
12. Food: Due to the risk of carpet 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.
13. All events must end by 11 pm.
14. These policies and procedures are intended to answer the most frequent inquiries. If you have further questions or need clarification PLEASE ASK US.

I have read and agree  
with these regulations.



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## 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. (Please sign below and return to the Texas Maritime Museum. Fee must be included with form. A signed copy from the Museum will be returned to you.) For further questions please call (361) 729-1271, Ext. 104.

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Museum Staff: \_\_\_\_\_

Date: \_\_\_\_\_

Please return this signed agreement with the application and fees. The Texas Maritime Museum reserves the right to cancel any reservations.

Estimated # of hours

Multiplied by Hourly Rate \$50 or \$25

Total Fee Amount Estimated (Just enter whole dollar amount. No Decimals)

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