



City by the Sea Museum Venue Rental Agreement

Hours of Availability: Monday: 8:00 am - 8:00 pm.
Tuesday - Friday: 8:00 am - 12:00 pm OR 5:30 pm - 8:30 pm
Saturday: 3:00 pm - 10:00 pm; **Sunday:** 8:00 am - 10:00 pm

Note: The Museum reserves the right to refuse any rental agreement to any organization or individual based on its sole discretion.

Reservations are not taken more than six (6) months in advance or less than two (2) weeks prior to the event. Reservations requested within two weeks are handled on a case-by-case basis.

The person completing the rental contract must be at least 25 years of age and must be present during the event. The applicant must provide adequate supervision for all guests in attendance.

Security Deposit:

A complete Facility Rental Agreement form must be completed. A security deposit will be required at the time of execution of the agreement to confirm your reservation date and time. Full payment is required at least 2 days prior to the event. If it is not paid timely, the event will be canceled and the security deposit forfeited. The security deposit, minus any deductions deemed appropriate by the City of the Sea Museum (CSM), will be issued and mailed to the organization/individual within 7 business days.

Cancellation:

Cancellation of a reservation must be given in writing (or email) by the renter in advance of the reservation use date and the renter will receive a full deposit refund. If canceled within 3 days (72 hours) of the event, the security deposit will be forfeited.

Surcharge for Extended Hours:

A CSM attendant may be present during any/all of the events. If the use of the building exceeds the time period in the agreement, a surcharge will be assessed for each hour, up to \$25 per hour, left to the discretion of the CSM attendant at the event.

Decorum:

The renter and guests are expected to behave in a respectful and responsible manner at all times. Disparaging remarks or any type of physical violence will not be tolerated and will be a cause of immediate expulsion. The renter and guests shall use the premises in a considerate manner at all times. Please keep an eye on your children. Children are to be accompanied by an adult to the restroom or downstairs. The noise level in the facility and surrounding area shall be in compliance with city code. Noise shall be monitored by the building attendant. Failure to comply immediately ends the rental and no refundable deposit.



Decorations:

Any decorations must be approved by the City by the Sea Museum staff prior to decorating. Due to the delicate nature of museum artifacts, textiles, and artwork, items such as glitter, confetti, cascarones, and streamers are not allowed in the Museum. No nails or other materials to make holes in the walls, tear up the walls, or tear up the ceiling may be used. Painter's tape or Scotch tape can be used on the walls. Freestanding decorations are permitted. NO open flames (candles or burners) are allowed in the building. Battery operated candles are allowed.

Special Requests:

Please let us know 7 days before an event what needs to be moved, or whether you will need equipment such as a projector, speaker, or microphone on the day of the event. Only small furniture can be moved.

Cleaning Up and Trash:

Please clean up and remove trash at the end of the event. Trash can be taken out to the blue trash can outside by the back door or taken off site to be disposed of properly. Tables and chairs must be folded and either leaning against the pole downstairs or against the walls upstairs.

Alcohol, Drugs, and Smoking:

No selling of alcohol on the premises is allowed, however you may bring your own. If you bring your own alcohol a security guard must be arranged and paid for by the renter. No smoking, vaping, or drug use in the facility. If seen smoking, CSM staff will ask the guest(s) to leave.

Liabilities:

The City by the Sea Museum is not responsible for any personal property left at the museum or on museum property, before, during, or after an event. The museum is not responsible for lost or stolen items. The renter and guests hereby waive, release, and agree to hold harmless the City by the Sea Museum, its officers, employees, agents, and volunteers from any and all claims for injuries, damages, losses or suits, including legal costs and attorney's fees, arising out of or in connection with the participation in this agreement and the rental of the City by the Sea Museum by the organization/individual named herein. We reserve the right to remove any personal property from the museum at the end of the rental event period. If anything is broken or missing, you are responsible for the damages. Misuse of the facility or non-conformance with rules and regulations justifies forfeiture of the deposit and denial of any future use.

CITY *by the* SEA MUSEUM

PALACIOS - TEXAS

Rates for the La Belle Room (Upstairs):

- \$200 (4 hours)
- \$100 refundable deposit upon booking (contingent upon condition of space when finished)
- Maximum Number of People: up to 35

Rates for the 1st Floor:

- \$375 (4 hours)
- \$200 refundable deposit upon booking (contingent upon condition of space when finished)
- Maximum Number of People: up to 80

If you reserved the 1st Floor, you may not use the upstairs for overflow. You will be charged for the rental of the La Belle Room if this occurs.

Rates for the Entire Museum:

- \$500 (4 hours)
- \$250 refundable deposit upon booking (contingent upon condition of space when finished)
- Maximum Number of People: up to 115

****If you want to book all day or for less than 4 hours, please contact the museum for rates. There's an hourly rate. ****

Amenities:

- 5 cocktail tables
- 3 - 6 ft tables
- 1- 8 ft table
- 9 - 4 ft brown tables
- Assorted black table cloths
- 16 folding chairs
- 15 orange chairs
- 17 gold chairs
- Guest WiFi

CITY *by the* SEA MUSEUM

PALACIOS - TEXAS

Rental Date(s): ___/___/___ to ___/___/___ From ___ AM/PM to ___ AM/PM

Individual/Group: _____

Event Type: _____

Representative/Person responsible for fees: _____ Phone: _____

Address: _____ Phone: _____

City: _____ State: _____ Zip: _____

Estimated Attendance: _____ Will you be collecting fees? Y/N Purpose _____

Backup and Reference Person: (when representative is unavailable) _____

Phone: _____ E-mail: _____

Room(s) Requested: _____ La Belle _____ 1st Floor _____ Museum

Payment Method: _____ Card _____ Check _____ Cash

REPRESENTATIVE

DATE

REPRESENTATIVE'S ORGANIZATION

MUSEUM REPRESENTATIVE

DATE

Please make your check payable to the Palacios Area Historical Association.