



VICTORIA
REGIONAL AIRPORT
OFFICER'S CLUB RENTAL AGREEMENT
333 Bachelor Drive Victoria, Texas 77904
(361)578-2704 Fax: (361)576-0948

Rental Fee: \$1200 Deposit fee* \$500

Rental Date: _____
Responsible Party: _____
Address: _____
Phone Number: _____
Type of Event: _____

	FEES:
Rental Day	\$1200 (6 am - 1 am)
Hourly Rate (4 hours max)	\$ 125/hour
Evening before event	\$ 200 (after 6 pm)

***A refundable fee of \$500 is required to protect against damages and ensure proper facility cleanup.**

General Terms/Conditions:

1. One-half of the rental fee must be paid in order to secure the date. Remaining balance of the rental fee and the security deposit must be paid **45** days prior to the rental date. Failure to comply may result in loss of your reserved date.
2. Fees are refundable less cancellation charge of \$250 with **30** days' notice prior to the event.
3. Rental includes full use of the Officer's Club and fenced in patio area, seating for **200**, and audiovisual system.
4. Key may be picked up on the day prior to the event, or on Friday for weekend rentals. Key must be returned by day after the event or on Monday after weekend events. Office hours are Monday - Friday, 7:30 am - 4:30 pm
5. **Entrance into the Officer's Club before or after the rental date without prior permission will result in forfeiture of the deposit fee. Arrangements to enter the Officer's Club prior to or after the rental date can be made for an additional fee, if availability allows.**
6. The consumption of alcohol is permitted, although prudent judgment in its use is strongly recommended. This is a non-smoking, tobacco free facility.
7. Security, provided at the user's expense, is required for all events if alcoholic beverages are consumed. Security reservation will be verified before event. Key will not be issued until security is confirmed.



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8. DECORATIONS: Only freestanding decorations are allowed. Absolute NO decorations are to be affixed to the walls, ceiling, ceiling fans, bar, windows, doors, plants, trees or other structures. Decorations may be used on tables. Rice, confetti, glitter, silly string, sparklers, bird seed are not allowed inside or outside. Flowers or bubbles will be allowed outside the facility. No candles. No open fires are allowed. Sound system is for background music only.
 9. Cleanup and removal of all personal items, trash, decorations, etc., must be completed by 1 a.m. Failure to comply will result in forfeiture of the deposit.
 10. **The Officer's Club will be inspected the day after the event by the Airport's Maintenance Department. Any damages and/or cleaning discrepancies, if any, to the Officer's Club and/or Educational Garden Area will result in forfeiture of your deposit.**
 11. Individuals renting the facility will be held responsible for controlling the behavior of their guests during the rental. For safety, children should not be left unattended or unsupervised. All activity and persons (including children) are confined to the area rented. Except for service animals, no pets are allowed onto the property. Harmful acts to property, plants, or fish will not be tolerated and will incur hefty penalties greater than deposit fee and possible criminal charges.
 12. Trash disposal: Cleanup of the facility, including trash removal, is the user's responsibility. All beverages, foods, paper goods or articles left by guests must be removed immediately after the conclusion of the event. All trash must be removed from the building and placed in the outside containers provided with the building. Do not dispose of trash in any other dumpster on the Airport. The parking lot, patio and immediate facility are considered part of the facility and must be free of litter.
 13. **DO NOT BLOCK THE AIR TRAFFIC CONTROL TOWER ENTRANCE OR PARK IN THEIR PARKING LOT. VEHICLES WILL BE TOWED AT OWNER'S EXPENSE.**
 14. The security deposit will be returned after the event, provided all provisions of this agreement are upheld and the facility is left in good condition.
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I have read and understand the Facility Rental Agreement and agree to comply with the rules and regulations stated above. Failure to adhere to any or all of these rules and regulations will be grounds for the forfeiture of the security deposit, plus additional expenses for damages and the right to use the facility in the future.

User further agrees to indemnify and hold harmless Victoria Regional Airport and Victoria County from and against any and all liability demands, actions, causes of action and claims arising out of or in any way related to the user's use of the premises.

Alcohol will be consumed: Yes _____ No _____ Security confirmed _____

Other Contacts/Contact preference: _____

E-mail: _____

Usage fee: _____ Deposit fee: _____ Total Due: _____

Amount Paid: _____ Final Payment Due: _____

Signature: _____ Date: _____

Make checks payable and mail to Victoria Regional Airport, 609 Foster Field Drive, Victoria, TX 77904