



OFFICER'S CLUB RENTAL AGREEMENT

333 Bachelor Drive Victoria, Texas 77904
(361)578-2704 Fax: (361)576-0948

Rental Fee: \$1500 Deposit fee* \$500

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

	FEES:
Rental Day	\$1500 (6 am – 1 am)
Hourly Rate (4 hours max)	\$ 200/hour
Daytime Only/Night Time Meetings Only (No Parties)	
Evening before event	\$ 400 (after 6 pm)

***A refundable deposit 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.

_____ Initials

2. Fees are refundable less cancellation charge of \$350. Requests for refunds with less than **45** days-notice prior to the event will result in forfeiture/loss of Rental Fee.

_____ Initials

3. Rental includes full use of the Officer's Club and fenced in patio area, seating for **200**, and audiovisual system.

_____ Initials

4. Key maybe picked up the day prior to the event, or on Friday for weekend rentals (this applies to full day renters). Partial day renters may pick up key the day of the event. Key must be returned to the FBO office the day after the event not later than 10:00 am. A \$200 late return fee will



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apply after 10:00 am. Thereafter, a fee of \$200 per day will apply until the key is returned to the FBO office. Daily FBO office hours are 9:00 am – 6:00 pm everyday.

_____ Initials

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.

_____ Initials

6. The consumption of alcohol is permitted, although prudent judgment in its use is strongly recommended. This is a non-smoking, tobacco free facility.

_____ Initials

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.

_____ Initials

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. Failure to comply will result in forfeiture of the deposit fee.

_____ Initials

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 fee.

_____ Initials

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 fee.

_____ Initials



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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.

_____ Initials

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.

_____ Initials

13. **DO NOT BLOCK THE AIR TRAFFIC CONTROL TOWER ENTRANCE OR PARK IN THEIR PARKING LOT. VEHICLES WILL BE TOWED AT OWNER'S EXPENSE.**

_____ Initials

14. The security deposit fee will be returned after the event, provided all provisions of this agreement are upheld and the facility is left in good condition.

_____ Initials

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 fee, 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.



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Alcohol will be consumed: Yes _____ No _____ Security confirmed _____
Other Contacts/Contact preference: _____
E-mail: _____
Usage fee: _____ Deposit fee: _____ Total Due: _____
Amount Paid: _____ Payment Type/#: _____
Received by: _____ Date: _____
Final Payment Due: _____
Amount Paid _____ Payment Type/#: _____
Received by: _____ Date: _____

Signature: _____ Date: _____

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

***In case the client does not have a checking account, cashier's check or money orders can be a substitute. Cash will not be accepted under any circumstances.**
