

# Museum of the Coastal Bend Facility Rental

Rental Rate Group	Borchers Leon Exhibit Hall		Entire Museum	
	8 a.m.-4 p.m.	After 4 p.m.	Available after 4 p.m. only	
Level 1 Victoria College	Free	Free	<i>Considered on a case-by-case basis.</i>	
Level 2 UHV Student Events	Free	\$100 4 hour minimum		
Extra: Museum Presentation as Main Program	Free	Free/45-minute program		
Level 3* Public schools, non- profit, governmental or service organizations	\$200/4 hour minimum \$50 each additional hour	\$300/4 hour minimum \$70 each additional hour	<i>Groups of less than 60</i>	\$400/4 hour minimum \$100 each additional hour
			<i>Groups of 60 or more</i>	\$600/4 hour minimum \$150 each additional hour
Extra: Museum Presentation as Main Program	\$50/45-minute program	\$100/45-minute program	\$100/45-minute program	
Level 4* Private, for-profit organizations	\$400/4 hour minimum \$100 each additional hour	\$600/4 hour minimum \$150 each additional hour	<i>Groups of less than 60</i>	\$800/4 hour minimum \$200 each additional hour
			<i>Groups of 60 or more</i>	\$1200/4 hour minimum \$300 each additional hour
Extra: Museum Presentation as Main Program	\$75/45-minute program	\$150/45-minute program	\$150/45-minute program	

\*Guided tours extra: \$60 for every 20 tour participants

Effective 3/18/2024

## **Museum of the Coastal Bend Facility Usage Guidelines**

### **I. PURPOSE**

Rental of the Museum of the Coastal Bend shall be used to further the educational goals and purposes of the Victoria College and Museum as set forth by the Board of Trustees. Facility rental purpose must not conflict with the Museum's activities and purpose. All requests for facility rental will be considered on an individual basis. Standard fees apply to the days of Tuesday – Saturday only; overtime fees will apply to rentals scheduled for Sunday and Monday and for holidays.

### **II. RESERVATION INFORMATION**

- a. All reservations must be made through the Museum Director.
- b. The Museum may cancel a reservation at any time without liability on the part of the Museum if the College considers the proposed use of the facility to be contrary to the best interest of the community or the College.
- c. No meeting room is to be used for regularly scheduled monthly meetings (exception – VC administrative meetings).
- d. Facilities may not be used for for-profit fundraising activities; facilities may be used by non-profit groups for fundraising activities at the Museum Director's discretion.
- e. Alcohol service (wine & beer only) is allowed after 4pm upon approval of a VC Request to Serve Alcohol (RSA); no alcohol is allowed at student events. Requests for exceptions must be approved by the museum director before submission of the request to serve alcohol.
- f. At all events at which alcohol is served, client must provide appropriate security at their expense.
- g. Food is to be provided by caterers meeting VC Purchasing guidelines for insurance and licensing; alcohol is to be provided by TABC seller/server certified bartender provided by client/event planner; preferred alcohol provider and server is Leo J. Welder Center for the Performing Arts.
- h. In the case of rentals of museum galleries, caterer/bartender/other set-ups may begin after 4pm. Client is responsible for furnishing tables, chairs, tablecloths, centerpieces, and all other resources necessary for event. Delivery and placement of said resources must be approved by Museum Director before event.
- i. Client/event planner is responsible for ensuring that after event, all trash is in receptacles, surfaces are wiped and clean.
- j. Stated rental time includes set-up and clean-up time.
- k. At no time may client move exhibition objects or pedestals. Client may request moves through museum staff in advance of the event. Requests will be evaluated on an individual basis and may be not approved.

### **III. PAYMENT OF FEES**

- a. A 50% deposit is required to confirm the event; the entire rental fee must be paid 3 business days before the event.

### **IV. CAPACITIES** depend upon room configuration and current exhibit design:

#### **Borchers Leon Exhibit Hall**

Seats 100 auditorium-style, 80 at ten 8-person round tables

#### **Main Galleries**

320 for a come-and-go reception