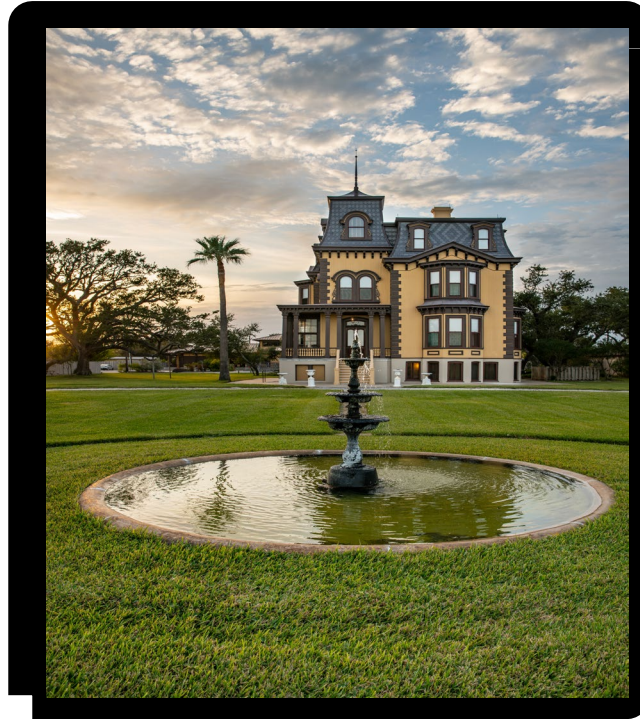


FULTON MANSION

317 South Fulton Beach Rd. Rockport, TX 78382 • (361) 729-0386



FULTON MANSION STATE HISTORIC SITE

The historic French Second Empire style home, the Fulton Mansion, serves as the backdrop for the beautiful lawn that faces Aransas Bay. The three acres feature a fountain, carriage pathway, garden, and abundant flora and fauna. The side yard with its large live oak trees is perfect for a large reception tent. The grounds can accommodate events of up to 400 attendees comfortably while remaining intimate for smaller occasions. Restrooms located in the breezeway at the Multipurpose Room are available for your guests.

The Multipurpose Room, located behind the Mansion, is available for rentals and is included with the grounds fee. It can accommodate up to 50 people seated at round tables, 60 people for auditorium-style seating and 80 for standing. This facility is the perfect setting for private events (baby showers, bridal showers, bridge/mahjong clubs), birthday, and retirement parties, as well as wedding receptions. There is a kitchen with a pass-thru bar to the party room. Tables and chairs are available for rent if required.

The Fulton Mansion, the Education & History Center and grounds are open for public visitation Tuesday through Sunday until 4:00 PM. Renting the historic Fulton Mansion is a privilege granted by the Texas Historical Commission.

FULTON MANSION STATE HISTORIC SITE RENTAL RATES

Includes grounds cleaned, picked-up, and mowed; trash cans supplied; 4 picnic tables; two electrical lines supplied and minimum outdoor lighting available for evening events. The Fulton Mansion Multipurpose room is included with the rental of the grounds. Use of exterior restrooms in the breezeway adjacent to the Multipurpose Room is included. Included in the rental cost is one calendar year Captain's Membership to the Friends of Fulton Mansion, which is paid separately. Membership information can be found by visiting www.friendsoffultonmansion.org. Upon providing proof of paid \$100 Captain's Membership, \$100 will be removed from the total price shown below, separate from the deposit.

One Day Rental (9 AM – 11:00 PM)

Rates are based on a 4 hour event (not to begin before 5 PM) with set-up time and clean-up time included in the One Day Rental. **EVENTS MUST END AND THE GROUNDS VACATED NO LATER THAN 11 PM (this means clean-up must be done before that time).** Rehearsals must be scheduled in advance. Set-up taking place during regular Mansion business hours may not interfere with Mansion tours or programs. Regular business hours are Monday-Sunday from 10:00 A.M. - 5:00 P.M.

RATES

Up to 100 guests	\$850.00	\$750	deposit
100 – 200 guests	\$1100.00	\$1000	deposit
200 – 400 guests	\$1600.00	\$1500	deposit

Rehearsals prior to the event must be approved by Event Coordinator and occur after normal business hours.

If Fulton Mansion grounds are not vacated by 11 PM, Client will be charged an additional \$200 per hour and subject to forfeiture of deposit.

1 Hour or Less Events

Rates based on short events of 1 hour or less and with no setup of chairs, tents, tables, or decorations. Event may not begin until after regular business hours Monday - Saturday from 10:00 A.M. – 4:00 P.M. and Sunday from 1:00 P.M. – 4:00 P.M.

RATES 1 – 100 guests	\$500.00	\$500 deposit
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**FULTON MANSION STATE HISTORIC SITE
RENTAL RATES**

MULTIPURPOSE ROOM

Set-up of furniture is not provided. Use of the exhibit wing is not allowed.

Rental of the Multipurpose Room may not begin before 9 AM and must end by 11 PM. **The building and grounds must be completely vacated no later than 11 PM (this means clean-up must be done before that time).** Rehearsals must be scheduled in advance. Set-up taking place during regular Mansion business hours may not interfere with Mansion tours or programs. Regular business hours are Monday-Sunday from 10:00 A.M. - 4:00 P.M.

RATES

\$35.00 Per Hour (*if not renting Grounds*)

Note: If renting the Grounds, the Multipurpose room is *included* in the Grounds rental fee.

**Deposit for rental of the Multipurpose Room only: \$50 (for events under 3 hours)
\$100 (for events over 3 hours)**

Any time after 11 PM will be charged at a rate of \$100 per hour and subject to forfeiture of deposit.

A \$50.00 non-refundable cleaning fee will be charged for any event where food is served.

TABLE AND CHAIR RENTAL RATES

Note: Chairs and tables MAY NOT be used outside.

Chair Rental Rates:	\$2.00 Each (60 available)
Table Rental Rates:	60" Round \$10.00 Each (9 available)
	5' Rectangle \$5.00 Each (5 available)
	4' Rectangle \$4.00 Each (5 available)

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Fulton Mansion State Historic Site

Address: 317 S. Fulton Beach Road, Rockport, TX 78382

Phone: 361-729-0386 ext. 30 • Fax: 361-729-6581

RESERVATION REQUEST

RESERVATION requests may be made by submitting this application, appropriate deposit, AND ½ rental fee to FULTON MANSION, 317 S. FULTON BEACH RD, ROCKPORT, TX 78382. **The deposit will not apply towards the rental fee.** Refunds are processed after the event is over and staff has inspected the premises. A deposit refund form must be completed and given to staff prior to or on the day of the event. A refund will be processed by Texas Historical Commission approximately six weeks after event and returned in check form.

Rental Information:

Today's Date: _____

Client(s): _____

Address: _____

Telephone Number: _____

Mobile

Work

E-mail

Type of Event (check all that apply): Wedding Ceremony Wedding Reception
 Rehearsal Dinner Other Special Event: _____

Date of Event: _____ Time: _____ to _____

Number of Guests: _____

Interested in renting (check all that apply): Grounds Multipurpose Room

NOTES: _____

RENTAL FEE WORKSHEET:

SITE RENTAL FEE (Grounds): \$ _____

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SITE RENTAL FEE (Multipurpose Room): \$35.00 x _____hrs = \$ _____

CLEANING FEE (IF FOOD IS SERVED): \$50.00 _____

TOTAL RENTAL FEE: \$ _____

AMOUNT PAID WITH APPLICATION:

DEPOSIT \$ _____
(grounds + multipurpose room if applicable)

½ SITE RENTAL FEE \$ _____

TOTAL PAID \$ _____

INCIDENTALS:

TABLE & CHAIR RENTAL: (Tablecloths are required for table rentals, but are not provided)

60” Round _____@ \$10.00/Each \$ _____

5’ Rectangle _____@ \$5.00/Each \$ _____

4’ Rectangle _____@ \$5.00/Each \$ _____

Chairs _____@ \$2.00/Each \$ _____

BALANCE DUE ON OR BEFORE: _____

½ SITE RENTAL FEE \$ _____ + INCIDENTALS \$ _____

= TOTAL DUE \$ _____

Please note: There is no reservation until this form is returned with the required fees above and contract is signed by both Client and Fulton Mansion Rental Coordinator.

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FULTON MANSION STATE HISTORIC SITE RENTAL CONTRACT

GENERAL REGULATIONS

1. **RESERVATIONS** will be accepted by completing the attached forms and mailing or dropping them off with the appropriate deposit and rental fee to FULTON MANSION, 317 S. FULTON BEACH RD, ROCKPORT, TX 78382. Reservation is not confirmed until Rental Agreement is signed by the Fulton Mansion Rental Coordinator. The deposit will not apply towards the rental fee.
2. **PAYMENT OF FEES:** **One-half of the rental fee and deposit is due with application.** The balance of the rental fee is due no later than 30 days prior to the event date.
3. **CANCELLATIONS** must be made in writing, delivered by hand, mail, fax and/or email. Full refunds will not be made unless the office is notified 90 days prior to the event.
4. **CANCELLATION FEES** are as follows:
 - i. More than 90 days \$0
 - ii. 60 to 90 days \$100.00
 - iii. 30 – 60 days \$150.00
 - iv. Less than 30 days – Full deposit will be retained. Any rental fee paid will be refunded.
5. **LIABILITY INSURANCE** is required (see Insurance Requirement sheet).
6. **TENTS** and dance floors must be in designated areas only. A 60x60 space will hold any combination of sizes not to exceed 60 feet in any direction. The underground wires and pipes will be marked and tent supplier and Client will be held responsible if underground features are damaged.
7. **ALCOHOLIC BEVERAGE USAGE** must comply with Texas Alcoholic Beverage Commission (www.tabc.texas.gov), Rockport city and Aransas County regulations. Permits from TABC must be provided to Fulton Mansion Rental Coordinator no later than two weeks prior to the event.
8. **CATERING must be handled by a licensed caterer** (no self-catering). Grills/cookers trailered behind a vehicle may not be placed upon the lawn of the Mansion. These must be located on Nancy Ann Street or in a site designated by the Fulton Mansion Rental Coordinator. All cooking waste including oil, water, briquettes, and wood must be containerized and removed from the premises. None of these products may be disposed of in the Fulton Mansion dumpster or on the grounds of the Mansion.
9. **UNIFORMED SECURITY** is required for any event serving alcoholic beverages. The required number is at the ratio of one guard for every 100 guests. Client must have a minimum of one guard. Security arrangements may be made through the Rockport Police Department.
10. **DECORATIONS** may not be affixed to any structure or plants/trees, inside or out, with any damaging substances (tape, glue, tacks, nails, etc.). Free standing decorations or those attached with string will be allowed. Decorations or other items are not to be attached to the

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historic Mansion in any manner. Tables, chairs, or other items are not allowed on the porches or steps of the Mansion.

11. **MINORS** may attend events where alcohol is served, only if the minor’s parent, guardian, or guardian’s spouse is present. Children must be supervised by adults at all times and need to be kept away from the fountain and pond on the front lawn. The Fulton Mansion State Historic Site/Texas Historical Commission is not responsible for any accidents on or near the fountain and pond. A designated “nanny” or person assigned to watch children is required when children are attending events. Climbing on the historic building, fences, or trees is strictly prohibited.
12. **ONLY BUBBLES OR NATURAL FLOWER PETALS** are permitted to be thrown on the grounds. The use of birdseed, sparklers, confetti, rice, and faux flower petals is not permissible. Nothing is allowed in the fountain or pond, including flowers, bubbles, etc.
13. **CONTRACTED PERSONS (caterers, musicians, tent and chair rentals, etc.)** must be informed of the rules and regulations. Client is responsible for relaying all information found in the policies and contract to any persons having access to the grounds. Client is responsible for letting the caterer, florist, or any other contracted person know when they will be able to deliver, decorate, or have access to the grounds. A list of all contracted personnel must be given to the Fulton Mansion Rental Coordinator at least two weeks prior to the event.
14. **CANDLES** and standing candelabra may be used during event ceremonies on the grounds but are not permitted near the house. Candles used outside for table decorations must be enclosed by either hurricane chimneys or votive cups. No live flame candles are permitted inside the Multipurpose Room. **DISCHARGE OF FIREWORKS, INCLUDING “SPARKLERS” ON FULTON MANSION PROPERTY IS PROHIBITED.**
15. **SMOKING** is not permitted inside the Multipurpose Room or within 25 feet of any building located on the Fulton Mansion State Historic Site grounds. Cigarette or cigar “butts” must be disposed of properly, not thrown on the grounds.
16. **PESTICIDE USAGE** by the Client or visitors while on site is strictly prohibited by state and federal law.
17. **VEHICLES** are not allowed on the grass. For setup and cleanup, use of the front carriage drive may be arranged in advance with the Fulton Mansion Rental Coordinator.
18. **ENTERTAINMENT/BAND** may not begin practicing or performing until after business/tour hours: 4:00 P.M. Tues. - Sun. Entertainment/band must adhere to local noise ordinance which limits sound leak beyond 150 feet from the source.
19. **AMUSEMENTS** such as inflatable moonwalks or other types of devices such as dunking tanks, etc. **MUST** be approved in advance by the Fulton Mansion Rental Coordinator.
20. **THE FULTON MANSION** will remain locked at all times. The 1st floor may be used for only two reasons: (1) photographs of the bride on the staircase; and (2) for the bridal party procession. These two uses **MUST** be arranged, **IN ADVANCE**, with the Fulton Mansion Rental Coordinator.
21. **CLIENT IS RESPONSIBLE** for the cost of repairs resulting from damage occurring to the structure, artifacts, equipment, grounds, plants and trees, etc. owned by the site. This may include replacement costs. The Client also assumes responsibility for damages incurred by

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his/her contracted labor (wedding planner, caterer, and staff of rental companies, florist, security staff or other contracted and personal staff).

22. **CLEANUP** is the responsibility of the Client. See Cleaning Requirements attached.
23. **ADMISSION FEES** nor fundraising fees may be charged or collected on site.
24. **PARKING IS AVAILABLE** at the remote parking lot at the corner of Fulton Beach Road and Henderson. During the event, additional parking is available in the Henderson & Nancy Ann Street parking lot adjacent to the Education & History Center. Deliveries may be made through the front carriage path gate **BY SPECIAL ARRANGEMENT, IN ADVANCE**, with the Fulton Mansion Rental Coordinator. **DRIVING ACROSS THE LAWN IS NOT PERMITTED.**
25. **INSTRUCTIONS AND DIRECTIONS** given by the Fulton Mansion staff must be followed. Any situation not covered by these regulations must be brought to the attention of the Fulton Mansion Rental Coordinator. Omission of a regulation does not indicate or allow permission of the same.
26. **EVENT CONTACT PERSON:** A designated contact person must be appointed no later than two weeks prior to the event to communicate during the event with Fulton Mansion Rental Coordinator. It is highly recommended that this person be someone other than the Bride or Groom at a wedding.
27. **CONDUCT:** Persons whose conduct is disorderly or disruptive in any manner, including without limitation any of the following inappropriate behavior, may be escorted from the premises of the Fulton Mansion State Historic Site by the Fulton Mansion Rental Coordinator, Security Officer, or local or state public safety officer: **Excessive Noise/Offensive Gestures or Displays/Physically Fighting with Another Person/Use of Abusive, Indecent, Profane or Vulgar Language/Any form of Vandalism/Abusing or Threatening another person/Intoxication/Any form of nudity or indecent exposure.**
28. **FAILURE** of Client to comply with all of the regulations in this contract may result in forfeiture of all monies paid, including deposits and rental fees.
29. **FORCE MAJEURE:** In order to protect the safety and well-being of all concerned, the Fulton Mansion State Historic Site reserves the right to cancel the event in the face of a major act of nature, such as, but not limited to, hurricanes and floods, with a full refund of all deposits and rental fees to the Client.
30. **INDEMNIFICATION:** Client shall indemnify, defend and hold harmless the Fulton Mansion State Historic Site/Texas Historical Commission, its owner, its management company, its respective affiliates and all of its respective officers, directors, partners, members, and employees from and against all demands, suits, judgments, settlements, claims, damages to persons and/ or property, fines, liens, losses and other liabilities, including reasonable attorneys' fees arising out of or in any way related to Client's event, including claims for loss or damage to any property, or for death or injury to any individual. The Fulton Mansion State Historic Site/Texas Historical Commission is under no liability to Client for the discontinuance of heat, air conditioning or hot water, if such service is furnished, or for the discontinuance of any other service or utility caused by accidents, breakage, or strikes, or from any accidents or damage caused by handling of electric

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wires or lights, and the Fulton Mansion S.H.S./THC will not be liable for loss or damage of property of Client caused by rain, snow, water, or steam that may leak into or flow from said Site or adjacent grounds or facilities through any defects in the roof or plumbing or from any other source provided that such discontinuance of service or utility, or loss of damage is not due to the negligent act or omission of the Fulton Mansion S.H.S./THC, and provided that the Fulton Mansion S.H.S./THC promptly and diligently take actions to correct said problem. In the event that said problem results in the Site, or adjacent grounds or facilities being unrentable in whole or in part, on the day of the event, and the cause of said problem is not due to any act or omission of Client, then both the refundable deposit payable and rental fees hereunder shall be returned to Client in full.

- 31. APPLICABLE LAW:** This rental agreement shall be construed under the laws of the State of Texas.
- 32. BINDING AUTHORITY:** The covenants, conditions and agreements herein are binding on, and may be legally enforced by the parties hereto, their heirs, executors, administrators, successors and assigns, respectively.
- 33. THE FULL AGREEMENT:** The written document entitled “Fulton Mansion State Historic Site Rental Contract” represents the final entire rental agreement between the parties and is a complete and exclusive statement of all terms. No prior oral or written statements shall have any bearing upon the terms of the final written rental agreement. Any change to this rental contract must be in writing and signed and approved by each of the parties, indicating the date upon which the signatures were given.
- 34. ACCEPTANCE:** The parties whose signatures are affixed below agree to accept the terms and conditions stated within this contract.

“I/We, the undersigned Client(s), acknowledge that I/we have carefully read and understood each and every term under the contract entitled “Fulton Mansion State Historic Site Rental Contract”. By signing this document, I/We agree to comply with all terms and provisions herein within the aforementioned documents and I expressly acknowledge that I/We have had all rental options fully explained to us. I/We understand that Fulton Mansion reserves the right to utilize photographs of the event taken by a Fulton Mansion representative for future marketing purposes of the site.”

“By signing this agreement, I/We, the undersigned Client(s), certify that I/We have permission and/or authority to bind myself/ourselves (and my/our employer if applicable) upon my/our signature(s) in this and other contractual agreements.”

CLIENT Signature

Date

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Print Name

Address

Phone Number

CLIENT Signature

Date

Print Name

Address

Phone Number

Fulton Mansion Rental Coordinator

Date

Print Name

Fulton Mansion State Historic Site
Texas Historical Commission
317 S. Fulton Beach Road
Rockport, Texas 78382
361.729.0386 x-30
361.729-6581 FAX

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**FULTON MANSION STATE HISTORIC SITE
LIABILITY INSURANCE REQUIRED FOR
EVENT RENTALS**

Client must purchase General Liability Insurance coverage of \$1,000,000 naming the Fulton Mansion State Historic Site/Texas Historical Commission as co-insured, for events at which alcohol is present, covering the time period of the event.

If no alcohol is served, coverage is as follows:

- **\$500,000 coverage if over 100 guests**
- **\$100,000 coverage if less than 100 guests**
- **Events under 50 guests may not or may not be required to provide insurance – this will be at the discretion of the site manager.**

Note: Most homeowners’ insurance policies will provide a “rider” for this purpose, for a charge. A copy of your “rider” policy, naming the Fulton Mansion State Historic Site/Texas Historical Commission as co-insured, must be in the hands of the Fulton Mansion Rental Coordinator at least two weeks prior to the event.

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Fulton Mansion State Historic Site
CLEANING REQUIREMENTS FOR EVENT RENTALS

In order to receive a complete refund of the deposit, the grounds and/or Multipurpose Room must be left in the same condition as when the event began. Listed below are specific requirements:

- All trash (bottles, cups, paper products, etc.) must be picked up from the Grounds of the Fulton Mansion and disposed of in trash receptacles.
- Remove all trash from trash receptacles and dispose of in dumpster. Note: Large decorations, cooking waste including oil, water, briquettes and wood must be containerized and removed from the Fulton Mansion premises. These items are not allowed in dumpster.
- Clean food and liquid spills off all surfaces (including range, refrigerator, countertops, tables & chairs).
- Spot sweep floor in Multipurpose Room/Kitchen, decks, and other hard surfaces if debris left from event.
- Notify Fulton Mansion Rental Coordinator of any large/sticky spills that may require a mop.
- Remove all items brought in by Client or Client's caterer/decorator (decorations, tables, chairs, etc.).
- The Multipurpose Room kitchen sink DOES NOT have a disposal, please do not let food particles go down drain.
- Clean any accidents in restrooms (gloves may be available from Fulton Mansion Rental Coordinator).
- Chairs should be stacked (10/stack) and left in the main area.
- Picnic tables that were moved are to be returned to the location they were before event began.

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Fulton Mansion State Historic Site
RENTAL VENDOR CONTACT INFORMATION

This form must be submitted to the Rental Coordinator no later than two weeks prior to the event date. The Fulton Mansion Event Coordinator must have prior knowledge of any outside businesses planning to operate on this state historic site. By not completing this form, you risk delay in your event set-up and the potential delay and/or cancellation of your event.

CATERING COMPANY: _____

Contact Person: _____

Phone Number: _____

RENTAL COMPANY: _____

Contact Person: _____

Phone Number: _____

ENTERTAINMENT*: _____

Contact Person: _____

Phone Number: _____

*Please remind them they cannot begin playing/practicing until after 4:00 P.M.

FLORIST: _____

Contact Person: _____

Phone Number: _____

SECURITY: _____

Guard Name(s): _____

Phone Number(s): _____

OTHER: _____

Contact Person: _____

Phone Number: _____

CONTACT PERSON AT EVENT OTHER THAN ABOVE:

NAME: _____

PHONE NUMBER: _____

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Fulton Mansion State Historic Site EVENT ITINERARY

This form must be submitted to the Rental Coordinator no later than two weeks prior to the event date.

Everyone must be off the grounds by the time stipulated on this itinerary (including Client, guests, planners/coordinators, cars, vendors, etc.) An additional charge of \$100 per hour will be assessed beyond the rental time.

SET-UP BEGINS

Date: _____ Time: _____

VENDOR ARRIVALS & DEPARTURES

	Date of Arrival	Time of Arrival	Date of Departure	Time of Departure
Rentals				
Caterer				
Florist				
Entertainment (may not begin practicing until after 4:00 P.M.)				
Security				
Other				

WALK THROUGH with renters and vendors Date(s): _____ Time(s): _____

DURATION OF EVENT Date(s): _____ Time: _____

CLEANUP BEGINS Date: _____ Time: _____

All event activities and cleanup will conclude and renters, guests, and vendors will leave the grounds no later than: Date _____ Time _____

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Fulton Mansion State Historic Site
RENTAL COORDINATOR CHECKLIST FOR EVENT RENTALS

DATE OF EVENT: _____

CLIENT(S) NAME(S): _____

PHONE NUMBERS: _____

- Application
- Credit Card Authorization form completed for deposits
- Credit Card Authorization form completed for final payment
- Deposits paid (deposit & ½ rental fee)
- Table/Chair rental fee paid
- Balance of Rental Fee Paid
- Contract Signed by Client & FM Event Coordinator
- Event Itinerary
- Event posted on Google Calendar
- Maintenance notified of event (supply with tent size, etc.)
- Vendor Contact List
 - Event Coordinator contacted Vendors:
 - _____Caterer
 - _____Tent Company
 - _____Entertainment
 - _____Other
- TABC Permit, if applicable
- General Liability Insurance provided
- Pre-event walk through
- Post-event walk through
- Refund request form completed

Miscellaneous Notes: _____

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