



Board Room

Amenities

- 40 seat capacity
- Large board room table and chairs
- Audience seating for open panel discussions
- Projector and presentation screen
- Coffee maker
- Sink
- Additional tables and chairs available
- Sound system available for additional fee

Rates

- Member - \$150**
Non-member - \$175
Non-profit - \$125

Additional days (or regular daily rate, whichever is less)

- Member - \$125
Non-member - \$150
Non-profit - \$100

Additional items delivered/not set up

Chairs - \$1

Tables

- Member - \$4
Non-member - \$5
Non-profit - \$3

Wood as available: \$40 full load/\$25 half load

Security: \$15/hour

*See website for more information.



**A Fort Clark Springs Association Security Agent is required when alcohol is present at your Event. A Fort Clark Springs Association Security Agent is also required when you have 100 or more guests in attendance at your Event. Contact us for more information.*



Fort Clark Springs Assoc.

PO Box 345
Brackettville, Texas 78832
(830) 563-2493
rentals@fortclark.com
www.fortclark.com

Fort Clark Springs Association, Inc.
PO Box 345 - Brackettville, TX 78832
Phone: 830-563-2493

Facility Rental/Use Agreement

Name: _____ Company Name _____

Address _____

Cell Phone _____ Alternate Phone _____

Email _____ Membership # _____

Date(s) of event _____ Number of guest _____

Venue
rented _____ Deposit _____

Total rental fee _____

Deposit is due at time of reservation. Total rental fee is due prior to use of venue.

All paperwork must be completed and signed at time of reservation.

100% of deposit fee will be forfeited if reservation is cancelled with less than 10 days notice.

Venue keys are available at 8:00 am the morning of rental and must be returned (to security if after regular business hours) no later than midnight of the final rental day. If the facility is needed for additional days rental arrangements must be pre-arranged.

Pool/Pavilion rentals end at dark. NO EXCEPTIONS.

Pool/Pavilion rentals include the first 75 guest, each additional guest is \$1.00

When alcohol is present at an event, regardless of who provides it security is required.

Facility rental/use agreement (continued)

All events that have 50 or more in attendance and/or if alcohol is served are required to have event liability insurance which shows Fort Clark Springs Association, Inc. as an additional insured. If no proof of event liability insurance is provided at least one week before the scheduled event, Fort Clark Springs Association will purchase event insurance on your behalf and charge the premium to your account payable on or before the scheduled event. The policy will be purchased through Porter Insurance, Inc., Warren Blesh Agt. 800-695-6551 or 325-451-0810.

Signature

Date_____

Name (Title)

Company Name

Fort Clark Springs Association, Inc.

By:_____