

The Pavilions
at
Rockport Beach



**Aransas County Navigation
District Office**

(Located at Rockport Harbor)

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The Saltwater Pavilion

(Nearly 3800 sq. ft. w/seating for up to 200 guests)



Our premier facility is located adjacent to the Saltwater Lagoon facing Key Allegro and Leggett Channel, Aransas Bay and the “Connie Hagar Wildlife Sanctuary”. This property includes a glass-fronted, climate-controlled meeting room with a private open-air veranda, catering kitchen and private restrooms.

The Beachfront Pavilion

(Nearly 1000 sq. ft. w/seating for up to 85 guests)



Located directly on the beach facing Aransas Bay and has its own private restroom. Nearby are Children’s Adventure play areas and a sand volleyball court. Public restrooms and changing rooms and showers are in the adjacent pavilion. A four-lane boat ramp and docking pier and lighted fish-cleaning station is located across the street facing Little Bay.

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Saltwater Pavilion Rental Fees

Monday through Thursday:

Number of Days Used	Contracted Hours	Facility Use Fee	Cleaning/Damage Deposit
Single Day	Day	\$625	\$500
Multiple Day Rentals (2 or more <u>Consecutive</u> days)		10% discount off Rental Fees	

(Each additional hour used beyond the contracted hours: \$40 per hr.)

Friday, Saturday & Sunday:

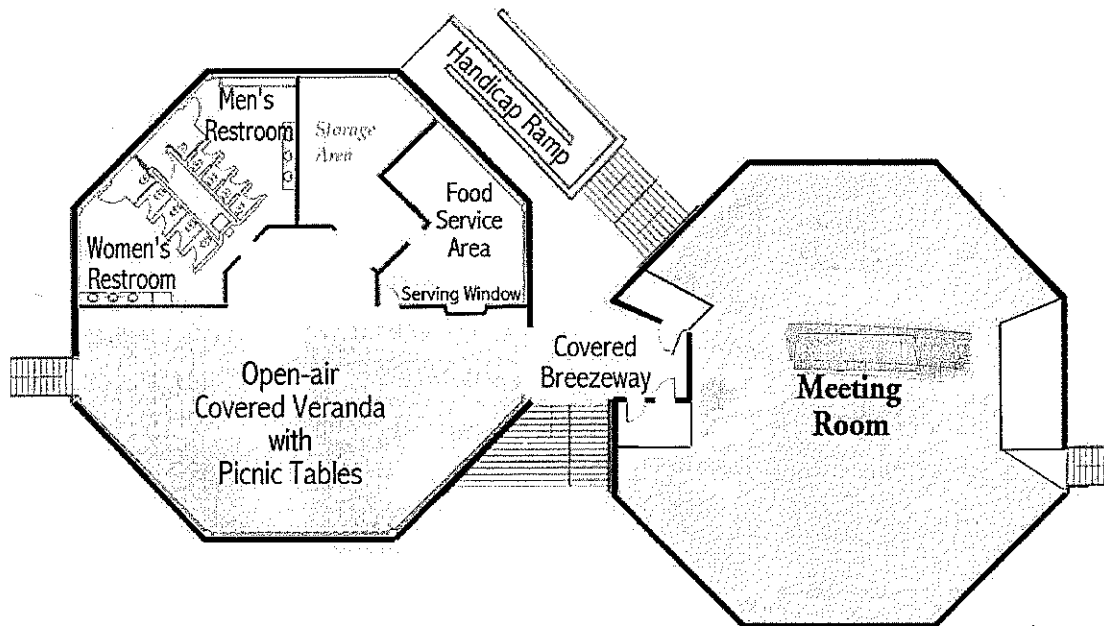
Number of Days Used	Contracted Hours	Facility Use Fee	Cleaning/Damage Deposit
Single Day	Day	\$1250	\$500
Multiple Day Rentals (2 or more <u>Consecutive</u> days)		10% discount off Rental Fees	

(Each additional hour used beyond the contracted hours: \$40 per hr.)

Re-book Fee for Paid Events	\$75	(see page 8)
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**Deposit is NON-Refundable is event is canceled for any reason prior to event date. Prices are subject to change.
There are NO GLASS CONTAINERS allowed for ANY event. There are NO ANIMALS allowed in for ANY event.**

Saltwater Pavilions Floor Plan



Saltwater Pavilion

Floor Plan:

The renter of the facility has the use of the entire upstairs area which consists of the main meeting room in one pavilion and a catering kitchen and private dressing area in the adjacent pavilion. Exclusive use of the veranda is also included. Public restrooms are located on the ground level.

Extra Amenities:

Main Meeting Room

1	8' Banquet Table with chairs (Seating for up to 200 people)
2	Decorator tropical trees with attached mini lights
3	Icicle lights above the ceiling-to-floor windows facing the Saltwater Lagoon
4	Bluetooth compatible speakers

Kitchen

1	Optional serving window (Serve directly onto the veranda)
2	Stove
3	Ice Machine
4	Microwave oven and two-drawer food warmer
5	One double door catering refrigerator
6	Stainless steel prep tables

Rental Items

A/V Equipment (Projector, Mic(s), Screen)	\$150
4' Round Specialty Tables	\$5
5' Round Tables	\$11
Beverage Dispensers	\$25
Barrel-shaped Barbeque Pit	\$50
Decorative Lattice	\$75

Beachfront Pavilion Rental Fees

Monday through Thursday:

Number of Days Used	Contracted Hours	Facility Use Fee	Cleaning/Damage Deposit
Single Day	Day	\$300	\$250
Multiple Day Rentals (2 or more <u>Consecutive</u> days)		10% discount off Rental Fees	

(Each additional hour used beyond the contracted hours: \$40 per hr.)

Friday, Saturday & Sunday:

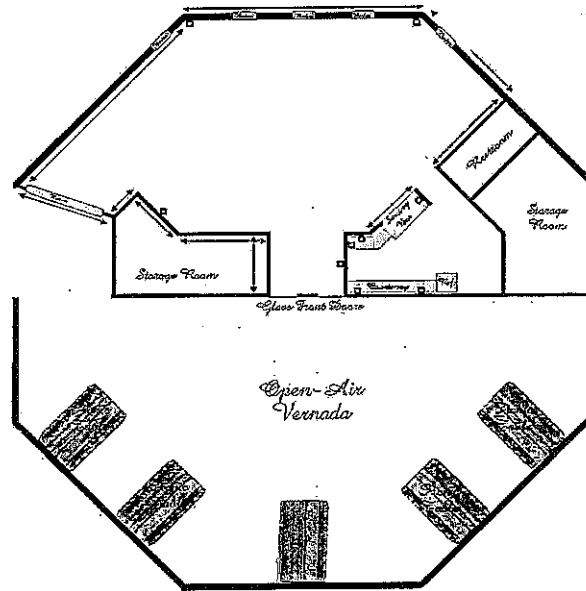
Number of Days Used	Contracted Hours	Facility Use Fee	Cleaning/Damage Deposit
Single Day	Day	\$500	\$250
Multiple Day Rentals (2 or more <u>Consecutive</u> days)		10% discount off Rental Fees	

(Each additional hour used beyond the contracted hours: \$40 per hr.)

Re-book Fee for Paid Events	\$75	(see page 9)
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**Deposit is NON-Refundable is event is canceled for any reason prior to event date. All prices subject to change.
There are NO GLASS CONTAINERS allowed for ANY event. There are NO ANIMALS allowed in for ANY event.**

Beachfront Pavilion Floor Plan



Beachfront Pavilion

Extra Amenities:

Main Meeting Room

1	6' Banquet table with chairs (seating for up to 85 people)
2	Decorator tropical trees with attached mini-lights
3	Icicle lights above the windows facing "Little Bay"
4	Serving window

Kitchen

Rental Items

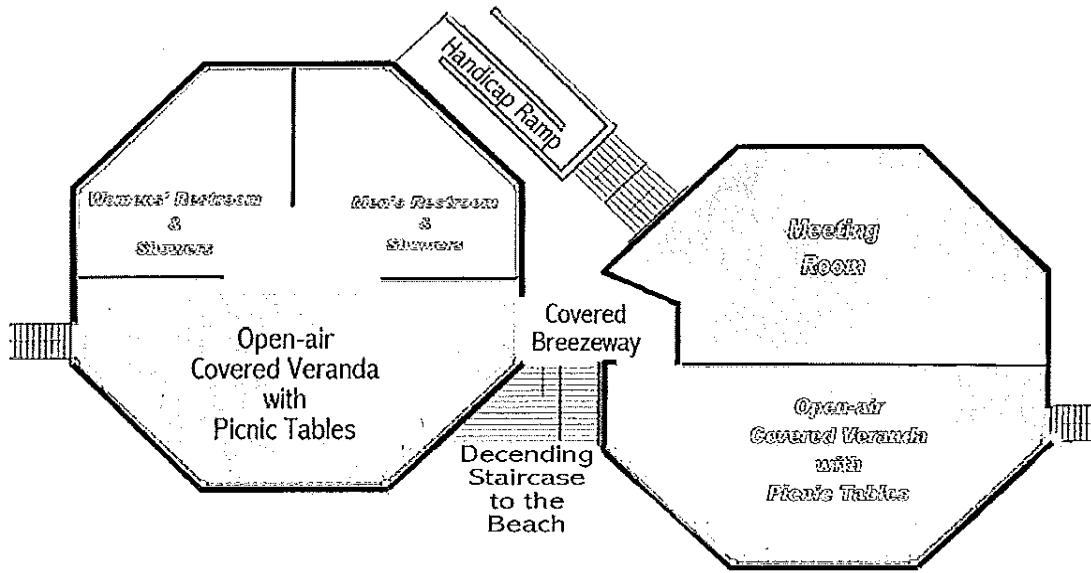
1	Stove	Barrel-shaped Barbeque Pit	\$35	Outside & adjacent to facility. This must be set up in advance.			
2	Microwave Oven						
3	Commercial cooler				Beverage Dispensers (2)	\$25	3 gallons each
4	Freezer				4' Round Table	\$5	Each
5	Ice Machine						

Floor Plan:

The renter of this facility has the use of one building and exclusive use of the attached veranda. The room has its' own private restroom. The adjoining pavilion/veranda is for public use along with the public restrooms/showers. A sand volleyball court is located in front of the public veranda.



Pavilions Showing the Public Veranda & Restrooms



Blue Wave Pavilion	Rental Fee: \$150	Deposit: \$75
* Large BBQ Pit (included)	* Picnic tables (included)	
* Adjacent pier and bulkhead	* Sand Volleyball court (available on a first come/first served basis)	
* Handicap-Access sidewalk	* Sand dune bridge	

Deposit is NON-Refundable if event is canceled for any reason prior to event date.



Little Bay Pavilion	Rental Fee: \$350	Deposit: \$100
* Lights under palapa roof	* Large BBQ pit (included)	
* Picnic tables	* Electricity on site (included)	
* Exterior security lighting		

Deposit is NON-Refundable if event is canceled for any reason prior to event date.



Rockport Beach Weddings	(non-rental event)
Up to 10 people (bride, groom, officiant & guests)	No cost/free
11 to 25 people (bride, groom, officiant & guests)	\$150
Over 25 people (bride, groom, officiant & guests)	\$250

You'll still be responsible for the gate fee of \$10 per vehicle and also notifying the office of the location you would prefer to use.

* Adventure playgrounds and play spaces
* Wildlife viewing areas
Entry fee of \$10 per vehicle is required.

Reservations

Reservations are booked on a **first-come first-served** basis and considered confirmed **only** upon the ACND office receiving a signed Rental Contract and the rental fees. No oral agreements for the use of either pavilion are valid.

Checks or Money Orders are to be made out to the "ACND" and sent to the address on the cover of this packet. You may also call or come in the ACND office to pay by credit card. Discover, MasterCard, American Express and Visa are accepted.

Partial payments are accepted by paying 100% of the deposit with the remaining rental fees balance paid up to 60 days prior to the date of the event. Partial payments are applied to the Rental Fees until that amount is satisfied.

NSF Checks: Returned checks are charged a \$50 fee and must be repaid immediately or the rental may be cancelled.

Cancellations: The following cancellation policy applies to monies paid:

More than 30 days from the event:	Reservation Fees: 100%	Cleaning/Damage Deposit: Non-Refundable for cancellations
Less than 30 days from the event:	Reservation Fees: 50%	Cleaning/Damage Deposit: Non-Refundable for cancellations
Less than 24 hours from the event.	Reservation Fees: 0%	Cleaning/Damage Deposit: Non-Refundable for cancellations

ALL CANCELLATIONS MUST BE MADE IN WRITING, DELIVERED BY HAND, MAIL, FAX &/OR EMAIL.

Change of Rental Date/Re-booking: \$75 will be assessed if a PAID rental date is changed by the renter to an alternate date.

Cleaning/Damage Deposit Refund: The facility must be left clean and in the same condition as it was prior to the event. A refund of this fee, less any deductions, is made within fifteen (15) working days by US Mail in the form of check. (see “Deductions” on pg. 17-18)

Parking: All parking at the Rockport Beach is public, there is no reserved parking.

Repeat Renters: Repeat renters may roll a deposit over to another year provided that date is available and paid in full within 60 days of the present year’s event. If not paid within 30 days, the new date will be released for further rental inquiries and the cleaning/damage deposit refunded to the renter. Rentals may be booked and paid in advance for no more than two consecutive years.

Rental: Events are booked for a day ending at the time of beach closure including decorating, the event, and post-event clean-up. Deliveries from vendors must be made during the renters contracted day. Additional hours beyond the contracted hours are charged according to the rate fees listed on pages 3 and 5.

The entry gates to the Rockport Beach are locked nightly by the ACND Staff at 11 p.m. on Sunday-Thursday and midnight Friday and Saturday. Extension of time beyond these hours **must be requested and paid in advance**. Extending time beyond the closing hours is automatically charged according to the rates listed on pages 3 for the Saltwater Pavilion and 5 for the Beachfront Pavilion.

Event Planning

Advertising: Renters can advertise or publicize their event on the premises of the Rockport Beach according to the following guidelines:

- | | |
|---|--|
| ▶ | All advertising must be approved in advance by the ACND staff. |
| ▶ | Signs can be posted immediately outside the pavilion being used and relate directly to the rental event. They may not be attached to any beach structure but onto self-standing posts. |
| ▶ | Banners, pictures, or items designed to hang from the exterior of a building must be approved by the ACND staff prior to the event. |

Beverages: Alcoholic beverages are allowed within the Rockport Beach in **non-glass containers ONLY**. **Long-neck beer bottles are not allowed**. Margarita machines and kegs **must** remain on the open-air veranda to prevent floor damages.

If the Renter is providing alcoholic beverages to be sold at a cash bar, the Renter is responsible for obtaining a “TEMPORARY ALCOHOLIC BEVERAGE PERMIT” from the Texas Alcoholic Beverage Commission for however many days the event is held and furnish a copy to the ACND office prior to the beginning of the event.

Beverages (cont'd):

If the Renter contracts with a caterer to sell alcoholic beverages, the Caterer is responsible for obtaining a "TEMPORARY ALCOHOLIC BEVERAGE PERMIT" from the Texas Alcoholic Beverage Commission for however many days the event is held and furnish a copy to the ACND office prior to the beginning of the event.

Minors attending events where alcoholic beverages are being served must be accompanied by a parent, guardian or adult spouse.

Candles: Candles must be placed inside a glass enclosure. **Placement on a flat plate or dish is not allowed**. There will be a **\$50** deduction if candle wax is found on any of the facilities' furnishings or flooring. (See "**Deductions**" on page 15)

Caterers:

The Renter may cater their own event or hire a professional caterer. Renters who use paid caterers are encouraged to have the caterer schedule a site visit in advance of the rental function to view the kitchen, the loading/unloading areas and kitchen equipment available to them.

Caterers must be advised their set-up and break-down time is to be during the contracted day stated on the Rental Contract and be informed about the cleaning requirements. If the caterer leaves the kitchen unclean, the Renter is responsible for its condition. (See "**Deductions**" on page 15)

Caterers cannot drive upon the grassy areas or sidewalks in front of either pavilion in order to unload/load their equipment. A penalty of **\$50** will be assessed if this is done. There is a loading ramp in front of each pavilion to facilitate loading/unloading of equipment. (See "**Deductions**" on page 15)

The "Caterers Parking" sign is located inside the Saltwater Pavilion and may be used to designate a parking space convenient for loading/unloading of equipment. The Renter is responsible to return the signs to the pavilion at the end of the event. Failure to return sign will result in a penalty from the cleaning/damage deposit. (See "**Deductions**" on page 15)

The Renter must advise the caterer that using any open-flame cooker, either inside the kitchen, on the veranda or directly under the building is not allowed. A **\$50** penalty will be assessed. Open flame cooking is allowed on the ground level at least 10-12 feet from the facility. (See "**Fire Security**" on page 14)

Concessions: Renters must receive permission from the ACND for any sales of concessions during an event.

Decorations: Decorations cannot interfere with emergency door access be hung from the ceiling, attached to the curtains in the Saltwater Pavilion. (See “Fire Security” on page 12)

The following are the only acceptable methods of placing decorations on the walls:

- ▶ Invisible Tape
- ▶ Plastic Poster Compound
- ▶ Free-standing or attached with string

A \$50 deduction from the Cleaning/Damage deposit will be assessed if the following items are found to have been used for decorating the interior of any facility:

- ▶ Nails, brads, hooks, staples
- ▶ Placing items on the lattice panels
- ▶ There is a \$75 for evidence of bird seed, rice, confetti or glitter found inside or outside the pavilion
- ▶ Balloons found inside the pavilion or on the grounds during or after your event will result in forfeiture of your entire deposit.

Deliveries: Vendors are not given keys to any facility. The Renter or his/her representative is responsible and must be present to let in rental companies, caterers, florists, and musicians during the contracted day. ACND will not sign for or receive any delivered items.

Furniture Set-Ups: The ACND staff will set up tables and chairs according to the renter’s requirements. The seating arrangements design must be received no later than 45 days prior to the event date. There are several prepared set-up plans available for viewing in the ACND office from which to choose. A standard set-up plan will be selected by the ACND office staff if a set-up plan is not provided. A \$75 furniture re-set fee will be assessed if a floor plan change is requested after the original set-up has been prepared, within 48 hours of the event date. (See “Facility Rental Fees” on Page 3 for the Saltwater Pavilion and on Page 5 for the Beachfront Pavilion)

All tables and chairs in the main meeting room are for inside use only. A \$25 penalty will be assessed if any furnishings are found to have been placed outside. (See “Deductions” on page 17)

Outside Electricity /Outside Water: Outside use of electricity or water is available at \$25 each per day and must be paid in advance of the event. If this is not set up in advance and an employee must be called in to give access the charge will be \$40.

Outside Set-up: The outside ground-level area around the perimeter of any facility is public and is available on a first-come, first-served basis. The general public cannot be denied access along the length of the beach and should not be asked to move, thus any wedding set-up must be far enough from the water’s edge to allow public access. Prior notification is required. See ROCKPORT BEACH WEDDINGS (non-rental event).

Verandas: The ACND Staff will place “Reserved” signs at each staircase ascending up to the facility on the morning of the rental event. The Renter is responsible for returning signs to the facility at the end of the event. Failure to return signs will result in a \$25 penalty from the cleaning/damage deposit. (See “Deductions” on page 15)

Beach Areas

PLEASE NOTE: THE ACND & THE ROCKPORT BEACH ARE NOT RESPONSIBLE FOR ANY SET-UPS ON THE ACTUAL BEACH IE. ARCHES, CHAIRS OR MARKING OFF THE SPACE FOR YOUR EVENT. WE ONLY RENT THE PAVILION WITH THE TABLE AND CHAIRS INSIDE.

Amusements: Items such as inflatable moonwalks, slides, jousting pens and other types of devices such as dunking tanks must be approved in advance by the ACND staff. If approved, the Supervisor will determine the placement of these items so as to not interfere with public access to the beach, facilities or parking spaces.

Barbeque Grills / Cajun Cookers: Grills/cookers trailered behind a vehicle may not be placed upon the beach grounds and must be located in the parking lots upon approval by the ACND staff. All cooking waste including oil, water, briquettes and wood must be containerized and removed from the premises. Violators will be subject to fines. (See “Deductions” on page 17)

Beachside Weddings: Enclosing an area on any part of the public grounds for a beachside wedding must abide by the guideline listed on this page as an “Outside Set-up”. Prior notification is required. (See **ROCKPORT BEACH WEDDINGS (non-rental event) Page 9)** .

Pets: **NO animals are allowed within the Rockport Beach in accordance with the ACND Rockport Beach Rules. Violators may be subject to administrative fines.**

General Information

ADA Facilities/ Restrooms: Both pavilions have a handicap-access ramp for the parking area in front of each facility. The Saltwater Pavilion has an automatic handicap-access door. Restrooms are ADA – compliant.

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 Rockport Beach by the ACND’s authorized representative or a public safety officer (See “**Liability**” section on this page):

- ▶ Interfering with the general public’s use of the beach
- ▶ 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/indecent exposure

Fire Security: A fire extinguisher is provided in each pavilion and kitchen. Their locations are listed in the “**Pre-Event Inspection Checklist**” brochure which is given to the Renter at the time the keys to the pavilion are picked up. Door exits, corridors, walkways and fire extinguishers cannot be blocked off. No type of motor fuels or flammable material can be stored inside or around the facilities.

Fireworks: Discharge of fireworks, **including “Sparklers” or “Wish Lanterns”**, within the ACND Rockport Beach is prohibited. Violations may be subject to administrative fines.

KEYS: If the keys provided on the day of your rental are not returned immediately after your event you will **FORFEIT YOUR ENTIRE DEPOSIT.....\$500 FOR THE SALTWATER PAVILION AND \$300 FOR THE BEACHFRONT PAVILION.**

Liability: The ACND is not responsible for any property left in the facility or outside on the premises overnight and reserves the right to remove all effects from the building at the end of the rental event. The Renter shall defend, indemnify and hold harmless the ACND and its officials, employees and agents from any and all claims, causes of action, costs and liabilities of every kind and nature whatsoever, directly or indirectly resulting from or caused by the use or occupying of the facility by the Renter or the Renters guests, invitees or licensees.

Lost and Found: Any property left inside after an event will be kept in the “Lost & Found” area of the ACND office for a period of ten (10) days and if not claimed within that time frame will be presumed abandoned and become the property of the ACND.

The ACND and the Beach Staff will do everything to make sure your event goes as planned; however, in the event some situation arises that causes the ACND to send an employee out after hours a charge of \$40 will be applied to the contract.

Smoking: Smoking is not permitted inside the pavilions. A \$100 penalty will be assessed if ashes or cigarette butts are found inside either facility. Smoking stands are placed at the entry of each front door and must be placed back in the facility by the Renter at the end of event. (See “Deductions” on page 18)

Day of Event

Pavilion Keys: Key are picked up by appointment at the beginning of the stated rental time listed on the Rental Contract and **only** by designated people listed on the Rental Contract by the Renter.

The office staff will perform a walk-through with the Renter to verify the condition of the facility, insure the Renter is aware of the location of light switches and that the set-up has been properly prepared according to the Renter’s needs if the Renter had submitted a set-up design prior to the event.

Keys must be returned to the ACND office on the same day of the event. If the office is closed, the keys are to be placed in the letter drop slot in the front of the ACND office door or the Annex door. Failure to return keys on time will result in a \$50 penalty from the cleaning/damage deposit. (See “Deductions” on page 17)

Pre-Event Inspection Checklist Brochure: This brochure is given to each Renter upon receiving keys to the facility and equipment. If the Renter observes any problems, stains, or damages prior to the event, the Pre-Event Inspection Brochure must be returned to the ACND office detailing the problem. If not returned to the ACND office listing issues with the facility, the Renter acknowledges an inspection of the premises has been made and accepted the premises in “as is” condition without warranty, expressed or implied. A checklist of cleaning responsibilities and deductions are also listed in this brochure.

If non-compliance of the Rental Policy or damages is found, deduction from the cleaning/damage deposit is charged according to the guidelines listed on page 15 of this packet. (See “Cleaning Requirements” on page 16 and “Deductions” on page 17)

Vehicle Admission into the Rockport Beach:

► **Attending a paid Pavilion Rental Event:**

Vehicles of the Renter and the Renters guests are admitted free into the Rockport Beach on the rental date only.
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- ▶ Beach Weddings w/o a pavilion rental:

Vehicles entering the park for beach rental on the day of the rental will be required to pay the usual Beach parking fee.

- ▶ Wedding Rehearsals:

Vehicles entering the park for rehearsal on the day before the actual rental day will be required to pay the usual Beach parking fee.

End of Event

Building Security: The following closing procedures must be completed at the end of the event in order to receive a full cleaning/damage deposit refund:

- ▶ Turn off all lights and unplug mini-lights on lattices and trees
- ▶ **Items that must be placed back into the facility:**

→ "Reserved" sign
→ "Caterer's Parking" sign
→ Smoking stand

- ▶ **(Saltwater Pavilion Kitchen Serving Window only)**

→ The glass side-to-side window closed and locked

- ▶ **All doors locked and keys returned the same day as the rental**

Saltwater Pavilion

→ Double-doors Entry (2)	→ Kitchen Door (1)	→ Self-locking door on north wall (1)
→ Handicap-access Door (1)		→ Restroom Doors (2)

Beachfront Pavilion

→ Double-door Entry (2)

Cleaning Requirements: In order to receive a complete refund of the cleaning/damage deposit, the facility must be left in the same condition as when the event began. Listed below are specific requirements:

- ▶ Remove all trash from the interior trash receptacles:

→ Saltwater Pavilion	Place trash in dumpsters in the <u>kitchen</u>
→ Beachfront Pavilion	Place trash in dumpsters on the <u>veranda</u>

- ▶ Clean food and liquid spills off all furniture
- ▶ Floors must be left clean:

→ Saltwater Pavilion	Brooms and a dust mop are located in the kitchen. The floor must be dust mopped, after spills (if any are cleaned) and any debris disposed of.
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→ Beachfront Pavilion	Brooms and a dust mop are located in the kitchen. The floor must be dust mopped, after spills (if any are cleaned) and any debris disposed of.
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► The kitchen must be left clean:

→ Wipe all spills, etc from stove surface and interior
→ Wipe off all food and grease from the sink and appliances
→ Clean food particles from the sink drains
→ Mop the floor if there are any spills

Damages / Deductions

The Renter will be responsible for **any and all damages** to the facility, directly or indirectly by activities connected to the use of the facility. The need for repair and replacement of damaged property shall be determined by the ACND staff and the costs of repairs/replacement deducted from the cleaning/damage deposit.

The Renter shall pay on demand all remaining costs of repair and replacement for such damaged property that exceed the cleaning/damage deposit. The following deductions from the cleaning/damage deposit are **included but not limited to** these circumstances:

YOUR DEPOSIT WILL BE FORFEITED IF:

- **Lost key or key not returned on same day of the event**
- **For any door left unlocked or kitchen window left unlocked**
- **Any balloons found on premises after your event**

\$100 ► ANY EVIDENCE OF SMOKING IN THE PAVILION

\$75 ► ANY EVIDENCE OF BIRDSEED, RICE, CONFETTI OR GLITTER USED INSIDE OR OUTSIDE THE PAVILION

- Candle wax found on furniture or floor

\$65 ► ANY EVIDENCE OF GLASS CONTAINERS OF ANY KIND

- Damage to the flooring. Initial fee for cleaning or damage to stove or ice maker.

\$50 ► Per hour with a minimum of 2 hours:

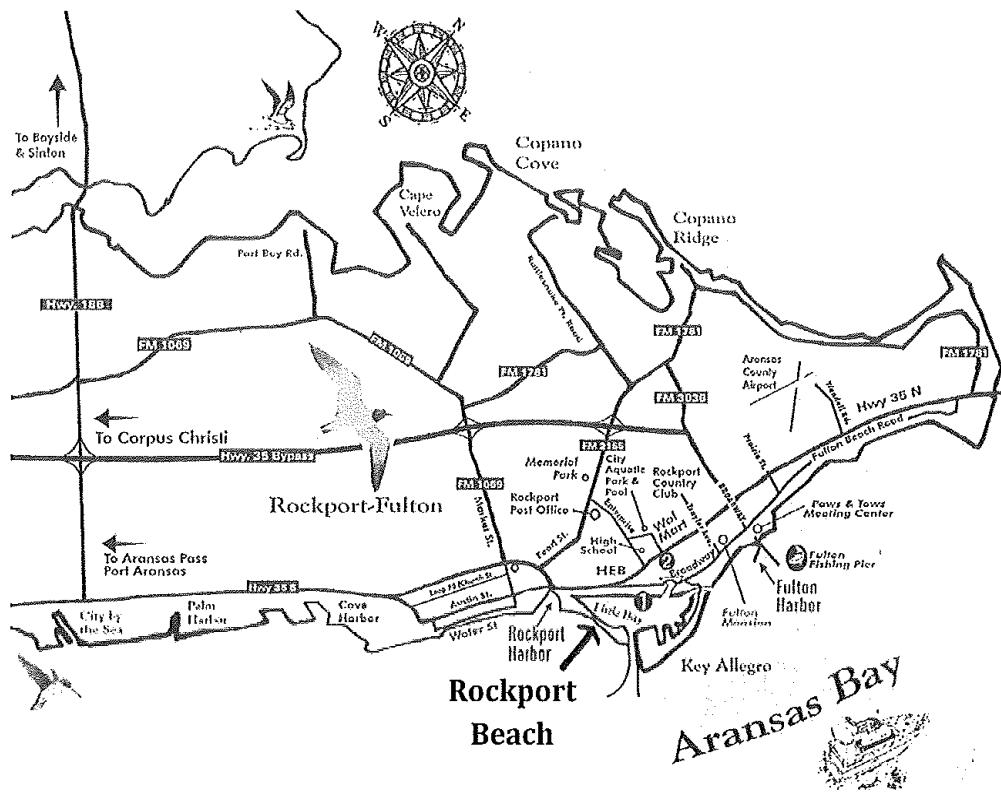
- Any additional interior cleaning having to be performed by ACND personnel
- Pouring greasy liquids, ashes or leaving BBQ trash on the grounds

\$50 ► Deduction for:

- Driving or parking upon the grassy areas adjacent to either pavilion
- Using open-flame cookers, including those using propane, inside the pavilion, kitchen, on the veranda or under the facility.

- ▶ “Reserved” or “Caterer’s Parking” signs left out, not placed inside the facility/kitchen
- ▶ The Beachfront Pavilion veranda security gate lock is lost
- ▶ Trash not removed and placed in provided trash bins as listed in the “Cleaning Requirements” on page 14
- ▶ The Barbeque Pit lock is lost
- \$40** ▶ Deduction for calling out an employee to handle issues that could have been dealt with prior to the event.
- \$25** ▶ Deduction for:
 - ▶ Ceiling or mini-lights left on
 - ▶ Furniture re-set fee
 - ▶ Nails, brads, tacks used inside a pavilion
 - ▶ Removing any furnishings from the meeting rooms.
 - ▶ Smoking stand not returned to the facility

Also please note, violations of the ACND Rockport Beach Rules may result in, as provided in those rules, administrative fines.



From Corpus Christi

- ☼ Take Hwy 35 North and stay on the 35 bypass
- ☼ Exit right on Fm. Rd. 1069 (Market Street)
- ☼ Turn left on Austin Street into town and continue to the Rockport Harbor
- ☼ Turn right at the Harbor and Texas Maritime Museum
- ☼ Enter the Rockport Beach at the Visitor Reception Booth

From Houston

- ☼ Take Hwy. 59 South and take the "Tivoli" exit
- ☼ Turn right onto Hwy. 35 South to Rockport (Approximately 30 miles)
- ☼ Continue through Rockport until you see Days Inn Motel
- ☼ Turn left on Laurel Street
- ☼ Turn left on Seabreeze Drive (The beach road)
- ☼ Enter the Rockport Beach Park at the Visitor Reception Booth