



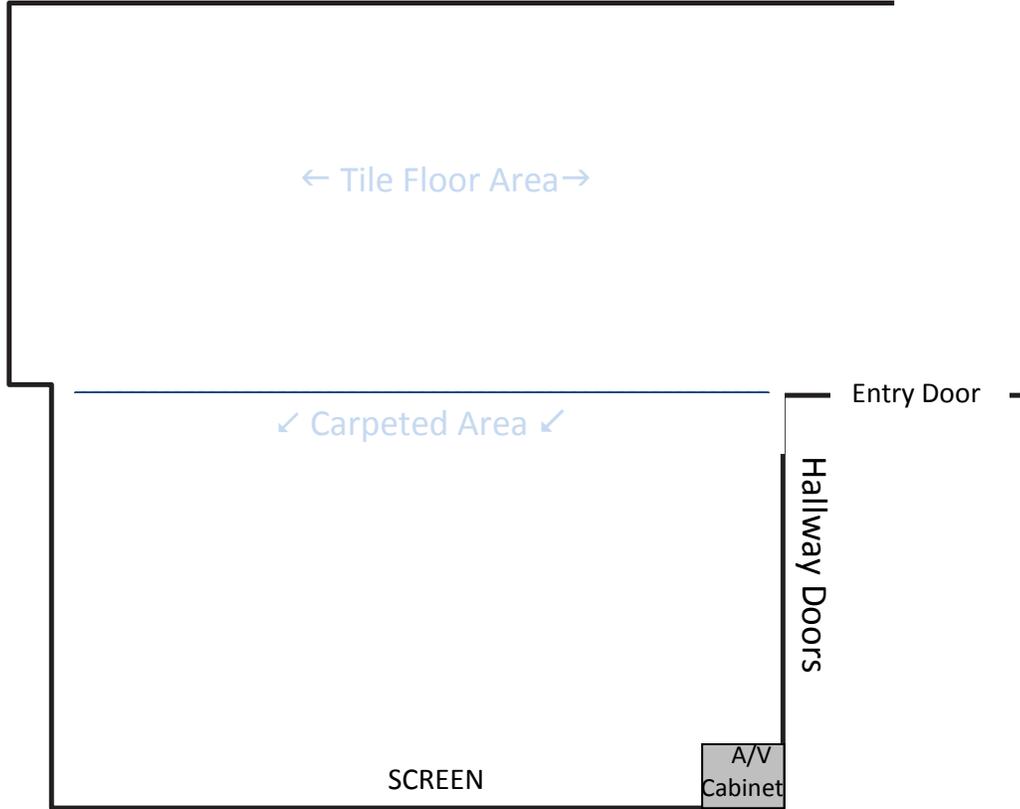
TEXAS CITY DEPARTMENT OF RECREATION & TOURISM  
 2010 5th Avenue North • Texas City, Texas 77590 • 409-643-5990



**SETUP - CAPTAIN'S ROOM**

(30' x 42' and 30' x 40') Maximum Capacity: 125

Kitchen



\*\*\*\*\*Decorating Policy: Confetti and/or glitter are prohibited. No decorative or other materials shall be taped, nailed, tacked, screwed or otherwise physically attached to any walls, ceilings, or floors. No fog machines, rice, sand, or sawdust is permitted on the premises.

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

Name of Event	
Date(s) of Event: _____	Decorating Time: _____ Start Time: _____ End Time: _____
Estimated Number of Guests (Capacity 125)	
Number of Chairs (limit 125)	
Number of 8ft. Rectangular Tables (limit 20)	
Number of 5ft. Round Tables (limit 2)	
Number of 4ft. Rectangular Tables (limit 1)	

\_\_\_\_\_ Flags      \_\_\_\_\_ Media **(\$50.00)** (Microphone, Projector, Screen & Laptop)

\_\_\_\_\_ Easel      \_\_\_\_\_ White Linens **(\$2/each)**      \_\_\_\_\_ Free Standing Podium

Other: \_\_\_\_\_

**Office Use Only**

Date Received In Office: \_\_\_\_\_ Received and Reviewed By (Initials): \_\_\_\_\_ Additional Fees Processed: \_\_\_\_\_

Date Distributed to Custodians: \_\_\_\_\_ Comments: \_\_\_\_\_

### Captain's Room Media Package

- Wall mounted screen
- The projector is mounted on ceiling
- A Dell Laptop is setup in the media cabinet that connects to projector
- Users will need to bring a flash drive or cd to use with the laptop provided
- Laptop sound connected to house speaker system
- 1 wireless microphone connected to house speaker system

### Set-up Information

- We will set-up the tables and chairs in the room prior to your function as specified on the room set-up form turned into the reservation office. Staff will not make changes to set-up, remove, add or change around set-ups the day of your event.
- Additional set-up or changes that need to be made on the day of the event will be the sole responsibility of the rental applicant. Please be sure to allow enough time to complete your additional room set-up and decorating when booking your event.
- 8ft Rectangular tables seat 8 people per table (4 chairs on each side.)
- There is a limit of 20 (8ft) rectangular tables
- 2 Round tables and 1 (4ft) rectangular table can be set-up in room
- White linen table cloths are available to rent (\$2/table cloth). Table cloths should be purchased prior to the day of event. Table cloths are not available for purchase over the weekends.
- We will provide large trashcans and plastic replacement liners. Renters will be responsible for emptying full trashcans during event. The dumpsters are located right outside the Nessler Center Kitchen exit door.
- The use of the kitchen is shared between the groups in the Wings of Heritage room and Captain's room.

### Pre-Event Room Inspection

- At time of your arrival, please ask our staff to conduct a pre-event room inspection. This service is helpful to note any pre-existing room condition so that you are not held accountable for it. If you will not be on site for the clean-up at the conclusion of your event, the person responsible for clean-up is required to also be at the pre-event room inspection.