

Port Houston Internal Use Only

Approved: _____

Catering: _____

Date: _____

M/V SAM HOUSTON

SPECIAL TOUR REQUEST FORM



PORT HOUSTON™

Release of Liability: Requesting Party assumes all responsibility for, and releases Port Houston (PH), its commissioners, officers, employees, and agents from any and all liabilities and claims on account of any injury (including death) to persons in the Requesting Party or damage to or loss of property that may occur during any event on PH's facilities, including any trips on the M/V Sam Houston.

Today's Date:

Name of Requesting Party* (Organization/Group Name):

Website (if available):

Non-Profit Status: ☐ Yes, we are a non-profit ☐ No, we are not a non-profit

Contact Name:

Phone:

Email:

This person will serve as the organization's liaison to PH for RSVP's, catering, and any other special arrangements.

Tour Date:

Day of the Week*:

***Special Tours do not run Sun – Mon**

Tour Time*:

***All tours are 90 minutes**

Number in Party (Min 40/Max 65):

Purpose of Trip:

Has your group taken a special tour with PH before: ☐ Yes ☐ No If yes, when:

Do you have an internal sponsor at Port Houston: ☐ Yes ☐ No If yes, provide name/department:

Please select one: ☐ My group requires no catering ☐ I am providing catering ☐ I am requesting sponsored catering

Port Houston can provide a list of approved caterers, should you wish to provide food for your group. Soft drinks, water, and coffee are complimentary on all tours.

Special Notes:

- Special Tours depart from PH's Turning Basin location (7300 Clinton Drive, Gate 8)
- The *M/V Sam Houston* is provided as a courtesy to assist members of the community, including residents, students, elected officials, and international visitors and tourists, to become familiar with Port Houston facilities, operations, and other important developments on the Houston Ship Channel. The *M/V Sam Houston* is not available for recreational use; it is not a "party boat" or a "cruise".
- Any advertisement of the tour by your organization must be **pre-approved** by Port Houston's Marketing & Branding department. Please contact the *M/V Sam Houston* office to coordinate any ad review, 713-670-2631.
- This is a free service. Your organization is prohibited from charging **any** fees, selling tickets, or utilizing this tour as a compensation for any goods or services.
- Requests should be submitted to Port Houston at *least* 10 weeks prior to the tour date requested.
- Port Houston requires a list of attendees **72-hours** prior to the tour and a **two-week** notice for cancellations of approved tours.

By signing below, I am verifying I have read and understand all information included on this form, and that I am authorized to make requests on behalf of the *Requesting Party:

X _____

PLEASE RETURN THIS COMPLETED FORM VIA EMAIL TO
SAMRESERVATIONS@PORTHOUSTON.COM AND LGARZA@PORTHOUSTON.COM