

# FACILITY RENTAL AGREEMENT



- I. The Olympic Flight Museum is a museum *first*, and a site for private gatherings *second*. We ask that all rules for appropriate museum conduct be followed during a private event. If museum rules are not being followed, you may expect a gentle reminder from museum staff.

\_\_\_\_\_ Initial

- II. The museum is open to the public from 11:00 am until 5:00 pm. The on-site museum staff person is primarily responsible for visitor reception, telephones, and the gift store. They are also available for guidance and recommendation of event set-up activities. If you desire museum exclusivity for your event, special arrangements must be made in advance. Museum exclusivity will result in an additional fee. Facility rental events must end at 12:00 a.m. unless special arrangements are made in advance. If this time limit is not voluntarily enforced, it will be enforced for you.

\_\_\_\_\_ Initial

- III. For safety reasons, access to outside of the hangar on the airport side is restricted. Access is only allowed after approval from Museum staff and then, only when a Museum volunteer or staff person is present.

\_\_\_\_\_ Initial

# FACILITY RENTAL AGREEMENT

IV. You will be asked in advance if you would prefer a plane plan. The Olympic Flight Museum will do its best to accommodate your aircraft request, but it is not guaranteed that the aircraft requested will be available during your event. If not available, the Olympic Flight Museum will attempt to provide an aircraft in its place. At the discretion of the museum staff, there may be a fee assessed to move aircraft. If there is a fee, the charges will be \$25.00 for each airplane and \$75.00 for each helicopter that must be moved.

Fee assessed: No \_\_\_\_\_ Yes \_\_\_\_\_ Amount \_\_\_\_\_

\_\_\_\_\_ Initial

V. The museum does not have an exclusive arrangement with any caterer. You are welcome to contract separately with the caterer of your choice, or provide your own food. The museum does not have a commercial kitchen. If you Bar-B-Que on site, you must advise us in *advance*. Any cooking on site must be attended to all times! Water is available through the restroom sinks and from a sink beside the restrooms. You are encouraged to bring your own drinking water.

\_\_\_\_\_ Initial

VI. Alcohol consumption is only allowed if the appropriate licenses are obtained. The event host is responsible to ensure excessive quantities of alcohol are not consumed. The museum staff reserves the right to halt alcohol being served. Should alcohol continue being served, the event host forfeits all deposits to include the cleaning deposit and will have to pay for any damages incurred, plus the total cost of the facility rental.

\_\_\_\_\_ Initial

VII. Guests will exhibit appropriate conduct on museum premises as well as around adjacent buildings and parking lots. Failure to comply with any reasonable requests by staff or regarding museum fixtures and equipment, noise volume or conduct will result in the immediate presence of law enforcement.

\_\_\_\_\_ Initial

# FACILITY RENTAL AGREEMENT

**VIII. Event setup is provided by the coordinator of the private group, and usually requires about six individuals for no longer than three hours. Museum volunteers are not responsible for event set-up. The set-up crew is responsible for placement of tables, chairs, buffet tables, welcome tables, flower arrangements, décor, and any specialty lighting. Museum staff is responsible for podium, theater TV, stage and electrical distribution of extension cords. Set-up activities are recommended to occur during the open public hours of 11:00 am to 5:00 pm. After 5:00 p m, the museum will not allow public visitors to tour, with the exception of guests of the private party. During the set-up period, the set-up crew may gain access to the museum via the service entrance in front, or by special arrangement, the hangar door in the back. Set-up crew traffic through the front entrance during business hours is not allowed. Museum cleaning may occur during set-up. This includes cleaning and restocking of restrooms, mopping floors, artifact movement, dusting and related activities.**

\_\_\_\_\_ **Initial**

**IX. You are welcome to use the following museum amenities, which are included in your facility rental agreement: tables, chairs, TV, podium, stage, refrigerator and microwave oven. We do have the capabilities to play DVDs, CDs, records, AM/FM radio and iPods; however the sound system is very limited. The use of high-powered stereo equipment, including sub-woofers, is strictly prohibited. If asked, by staff or volunteers, to turn the volume down on any device and it is not done, the event will terminate immediately. We do not provide oscillating fans, umbrellas, specialty lighting, music or DVD's. We do not allow the use of duct tape on the hangar floor (ask museum staff about alternatives). We do not allow candles or open flames of any kind, with the exception of Sterno. Sterno may only be used for food heating, and must be placed in an acceptable distance away from aircraft. The TV will not be used as a karaoke machine; this is for video use only.**

\_\_\_\_\_ **Initial**

# FACILITY RENTAL AGREEMENT

X. Post event clean-up activities are the responsibility of the event host. Clean up activities include: clean tables; stacking chairs on carts; clean or mop up any fluid spills; remove décor, and put garbage in cans. Museum staff will be responsible for putting the folding tables away. Any rental equipment must be picked up early the following day. \_\_\_\_\_ Initial

XI. The Facility Rental Deposit (the first 25 people) will secure the reservation. Fees for usage of the facility are due at the time of the event, unless other arrangements have been made in advance.

The policy for refunds is as follows:

If the facility rental is cancelled more than thirty days prior to the event date, 100% of the Facility Rental Deposit will be refunded.

If cancelled within twenty-three days of the event date, 50% of this deposit will be refunded.

If cancelled within 7 days of the event date, there will be no refund.

\_\_\_\_\_ Initial

XII. The Cleaning Deposit (\$200) will be due at the time of your reservation and will be refunded via mail the first business day following the event, after the event host has ensured the facility has met the cleaning requirements. Total clean-up must be performed immediately following the event.

\_\_\_\_\_ Initial

XIII. The Museum's Sound System (\$110) is available for an additional fee. The system includes two 500 watt-powered speakers on stands, a Yamaha mixer board, microphone, CD player, and all cables to accommodate a CD player or an iPod. Additional speakers can be used if needed. Any additional, rented speakers and accessories would be the responsibility of the client. A museum staff member or volunteer will set up the sound system and ONLY a staff member or museum volunteer may operate the system.

\_\_\_\_\_ Initial

# FACILITY RENTAL AGREEMENT

**XIV. The Olympic Flight Museum will not be responsible for any Acts of God such as extreme high or low temperatures, winds, flooding, earthquake, tornadoes, hurricane, lightning, power failures, fire or terrorism. We take every precaution to provide a safe, comfortable and enjoyable environment for our visitors and guests. We cannot be responsible for unknown circumstances or acts beyond our control. In the event that these circumstances occurs the refund policy will remain in effect.**

\_\_\_\_\_ **Initial**

**XV. We also require that any bag, purse or container brought onto the Olympic Flight Museum's premises be available for search if the museum staff & volunteers feel it is necessary for the safety of our client and their guests. We also ask that all guests dress appropriately. This is a family oriented place and we wish everyone to have a fun and enjoyable experience.**

\_\_\_\_\_ **Initial**

**XVI. Event representatives are responsible for supplying 1 chaperon for every 20 guests 17 years old and under.**

\_\_\_\_\_ **Initial**

# FACILITY RENTAL AGREEMENT

## Facility rental rates are as follows:

Facility Rental minimum and deposit	\$125 – up to 25 people
Cleaning Deposit	\$200
26-325 Guests	\$5/person
Sound System (if included in contract)	\$110

To secure the event two checks are needed: 1 check-\$125 and 1 check-\$200.\*

*\*If a check is returned due to insufficient funds, full payment plus the bank fee must be paid in cash to hold reservation. Otherwise the event will be considered cancelled. \_\_\_\_\_ Initial*

Event Day \_\_\_\_\_

Time \_\_\_\_\_ to \_\_\_\_\_

Event Contact \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

---

Private Event Representative

Date

---

Museum Representative

Date

# FACILITY RENTAL AGREEMENT

	OFFICE USE ONLY	PAYMENT RECEIVED
<b>Final Deposit</b>	Check# _____ Amount \$ _____	Date Received _____
	Check# _____ Amount \$ _____	Received By _____
<b>Final</b>	Total Guests _____	Final Payment \$ _____ Received Y or N
	Sound System _____	Received By _____ Date Received _____