

EVENTS INFORMATION



INTRODUCTION

College Park Aviation Museum is a unique place to hold a rental event. It is a 27,000 square foot museum filled with ten aircraft, interactive exhibits and displays, and is located on the grounds of an active airfield. The all glass wall of the museum's large gallery overlooks the airport's aircraft and runway, a colorful scene for evening activities. Our museum boasts one large and three smaller galleries, a mezzanine level overlooking the main gallery, an outdoor patio overlooking the airfield, and a small auditorium that seats 60.

You may choose to rent the entire museum and take advantage of all of the exhibits to entertain your guests, or for smaller events rent the mezzanine level that overlooks the exhibits and aircraft. The auditorium is also available for meetings. You may request that the gift shop remain open. Food and drinks are permitted in the auditorium, on the mezzanine and at outdoor areas but are not allowed in the museum's main gallery or library. The museum does not have a kitchen for food preparation.

The College Park Aviation Museum only hosts adult-oriented rental events.

CONTACT INFORMATION AND RESERVATION PROCEDURES

Event Coordinator – Office: (301) 864-6029

Fax: (301) 927-6472

Email: aviationmuseum@pgparks.com

Mail: 1985 Corporal Frank Scott Dr. College Park, MD 20740

- Contact the office to confirm the availability of the date and time desired.
- Once date is confirmed, staff will place a no obligation 10-day hold.
- During the 10-day period an appointment to tour the facility is strongly recommended.
- Fill out a rental application.
- Make an official reservation by paying the required security deposit and signing a rental contract. All contract holders must be at least (21) years of age and present valid ID
- Valid forms of ID are required. Valid forms of ID include driver's license, utility bill, deed to a house, lease agreement, homeowner's insurance or renter's insurance policy.
- Full rental fees are due at least 60 days prior to the date of event.
- For reservations made less than 60-days prior to the date of event full rental fees and security deposit are due when the contract is signed.

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FACILITY HIGHLIGHTS

AMENITIES

The mezzanine level can be used for sit down dinners or buffets and overlooks the main gallery

- The outdoor patio overlooks the active airfield
- Front entry hall can be used for food, hors d'oeuvres, or a bar
- The gift shop can be open upon request
- Historical aircraft throughout the museum
- Plenty of free parking
- Located three blocks from the College Park Metro Station (Green Line)

EQUIPMENT AVAILABLE FOR USE WITH RENTAL CONTRACT

- 12 tables (6ft rectangular)
- 100 chairs (over 100 you will have to rent yourself)
- Podium with microphone
- Projector
- Portable screen
- Speakers
- Four 4x8 foot risers

ITEMS/EQUIPMENT *NOT AVAILABLE* WITH RENTAL CONTRAT

- Kitchen
- Tableware (plates, spoons, forks, napkins)
- Tablecloths
- Loading dock
- Flip chart
- Coffee pot, sugar or creamer
- Refrigerator use
- Laptop

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FEES AND CHARGES

To reserve a date you will pay 50% of the rental fee and submit a signed rental *application form*. The balance of the rental fee and the security (damage) deposit is due 60 days (2 months) prior to the event along with a signed *contract*. Both the deposits and rental fees must be in the form of cash, credit card, or certified check/cashier's check/money order made payable to the *Maryland-National Capital Park and Planning Commission (or M-NCPPC)*.

For reservations made less than 60 days (2 months) prior to the event date, 50% of the rental will be due to secure the date along with a signed rental *application form*. The remainder of the rental fee and security deposit will be due within five (5) business days along with a signed *contract*.

The rental fee covers a rental for 6 hours. The main gallery rentals are from 5pm to 11pm only. Rental fees for the College Park Aviation Museum include the full range of time that a renter utilizes the facility. The time used for set up and cleanup is included in the renters' billable time. Any time used over that is charged on a per hour basis at the rate listed on the following page.

A rental is not secured until the renter signs a *contract* and that contract is signed and approved by the Event Coordinator and Museum Director.

RENTAL FEES (5-11 pm only - includes set-up and take down)

Museum:

Seats 150 people, rental of entire museum, including main gallery, mezzanine, and auditorium with all exhibits open.
Food is not allowed in main gallery

Fee - \$1,200.00

Deposit – \$600.00

Security (Damage) Deposit - \$300

Mezzanine and Outside Deck:

Seats 70 people, overlooks gallery and aircraft.
No access to main gallery & exhibits

Fee - \$600.00

Deposit - \$ 300.00

Security (Damage) Deposit - \$150

Auditorium*:

Seats 60 people, no access to gallery.
(*may be rented during the day depending on availability)

Fee - \$300.00

Deposit - \$150.00

Security (Damage) Deposit - \$75.00

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ADDITIONAL CHARGES PER ADDITIONAL HOUR:

All rental reservations are not to exceed six hours. For rentals requiring additional time, there is an additional fee per hour that can be added to the standard rental rate.

Museum	\$300.00/per hour
Mezzanine and Outside Deck	\$150.00/per hour
Auditorium	\$75.00/per hour

REFUNDS AND CANCELATIONS

The total rental payment will be refunded in the event that a reservation is canceled prior to the event through no fault of the renter (ie. due to weather). In the event a reservation is canceled for other reasons, within ten (10) business days prior to the event, the fees will be refunded less a 20% administrative fee.

RESPONSIBILITY OF RENTER



Initial and return. Maryland-National Capital Park and Planning Commission (M-NCPPC) will be referred to as the Commission.

____ RESERVATION, DEPOSIT, PERMIT, and RULES

RESERVATION

Your reservation will be confirmed upon return of the signed rental agreement, the initialed Responsibility of Renter form, and a deposit of 50% of the rental fee. You will receive a copy of the contract and receipt as confirmation. The remainder of the rental fee and the security (damage) deposit is due 60 days (two months) prior to the event. For reservations made less than 60 days (2 months) prior to the event date, 50% of the rental will be due to secure the date and the remainder of the rental fee and security deposit will be due within five (5) business days. Both deposit and rental fees must be in the form of cash, credit card, or certified check/cashier check/money order made payment to the Maryland-National Capital Park and Planning Commission (or M-NCPPC).

The rental fee covers a rental for 6 hours. The main gallery rentals are from 5pm to 11pm only. Rental fees for the College Park Aviation Museum include the full range of time that a renter utilizes the facility and the time used for set up and cleanup is included in the renters' billable time. Any time used over that is charged on a per hour basis at the rate listed on page 4.

All events must terminate promptly by the time stated in the agreement, and the facility must be vacated immediately by all persons attending the event. Any user group remaining after the permitted time will be assessed an amount equal to one hour user charge for any portion of an additional one hour use for which participants remain at the facility. Additional fees will be charged if the museum is used beyond six (6) hours.

The total rental payment will be refunded in the event that a reservation is canceled prior to the event through no fault of the renter (ie. due to weather). In the event a reservation is canceled within 10 days of the event for other reasons the fees will be refunded less a 20% administrative fee.

DAMAGES

Renter agrees to assume full financial liability and responsibility for any and all damages to the Facility or its contents and collections during the scheduled event, or costs incurred by the Commission resulting from the renter, or renter's guests, invitees, organization, agents, caterers, or any contractors at the Museum during their rental time frame.

Any damages to museum collections and/or aircraft will be covered by the renter – based upon an appraisal through a restoration or conservation company of the Museum's choosing.

The Commission reserves the right to deny the application, or revoke an approved application, where (1) an individual, group or organization has (i) provided false information on an application, (ii) failed to meet past

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obligations, or has an outstanding obligation with the Commission; or (2) there is insufficient staff to conduct the event.

This agreement is not transferable to another party, individual, group or entity.

The supervising employee or representative shall have the authority to regulate, at his or her sole discretion, activities during the event and will terminate the function if, after the first warning, the rules and regulations are not observed by the renter, or the renter's guest, invitees, organization, agents, caterers or contractors.

Smoking is forbidden in the Museum and on the patio. Smoking is only allowed 10 feet from the building.

Any children in the museum ***must be accompanied by an adult at all times.***

The renter is responsible for informing vendors of all rules and regulations.

Upon request, the Gift Shop can be opened.

____ SET-UP, TAKE-DOWN, and DECORATIONS

DECORATIONS

All decorations must be cleared in advance with staff and removed at the end of the event. No glitter, confetti, flower petals, bird seed, or rice is allowed. Use of nails, screws, tape, or wire is not allowed. Balloons cannot be used for rental events. We do not provide supplies like tape, scissors, extension cords, etc. Please come prepared.

Cleanup of rented space, including vacuuming, mopping tiles, cleaning counter and table surfaces, and moving trash to dumpsters, is required. A vacuum, mop, and basic cleaning supplies will be provided.

No live flowers or plants are allowed in the museum

No flames are allowed in the Museum with the exception of Sterno warmers under food containers.

Additional chair or table rentals may be needed for events requiring set-up in two separate areas in the museum or events of more than 70 guests. CPAM staff members are not responsible for moving rented tables/chairs.

The Museum is not responsible for providing supplies for rental functions other than tables and chairs and trash cans. The renter is responsible for set-up and take-down of any rented equipment (tables, chairs, clothes, AV equipment). We will set up and break down our tables and chairs.

Rented and other equipment for weekend events may not be delivered to the Museum and stored in the auditorium prior to 2 pm on Friday. It must be picked up on Monday morning before the Museum opens at 10

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am. ***NO EXCEPTIONS*** If equipment is left behind, there will be a \$200 drop fee. If soiled, un-rinsed dishes, tableware, and glasses are left behind; there will be a \$350 drop fee.

Exhibits and aircraft change throughout the year. Please take this into consideration when planning your event. Exhibit cases along the mezzanine are moved to accommodate rotating exhibits. The Taylorcraft and half Ercoupe can be moved upon written request received ten (10) business days before the scheduled event. Any and all special requests must be submitted in writing no later than ten (10) business days before an event and must be approved by the Curator of Collections. **Aircraft, display cases, and other collection material *CANNOT* be moved by anyone other than designated museum staff.**

No one is allowed beyond any stanchions or beyond any areas of the Museum that are off limits to guests.

ENTERTAINMENT

Music provided by a DJ or a live band may not exceed a decibel level of 75. The Commission reserves the right to have its employee or representatives on site during all functions. The supervising employee or representative shall have the authority to regulate, at his or her sole discretion, the volume control of any speakers and/or sound system.

_____ ADVERTISING and SECURITY

An applicant shall not publicize a requested event until notification that ***final approval*** of the application has been granted. If the application is denied, M-NCPPC will not assume any responsibility for any costs incurred by the applicant.

A copy of all promotional materials must be submitted to the Event Coordinator for review at least ten (10) business days prior to distribution to the public. The Commission reserves the right to deny the use of promotional materials that advertise a Commission facility and contain profanity, lewd or derogatory language or images.

Ticket sales for a scheduled event are prohibited at the facility or on park property.

Park Police are required for: all social events involving advance ticket sales, all social events involving the sale of liquor, school proms and teen parties. One officer per 75 guests is required with a minimum of 5 hours. The Facility will make arrangements for Park Police security. The contract holder must pay the officers in cash at the onset of their arrival time. Please inquire about rates.

_____ FOOD and BEVERAGE

CATERER

The Museum does not have a kitchen, so all food must be prepared, cooked and heated off premises.

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Caterers must submit a copy of their **liability insurance certificate** (must be insured up to \$1,000,000 per occurrence under General Liability and name the Maryland-National Capital Parks and Planning Commission as an additional insured), **venue permit** (the caterer's name must be linked to the venue permit) issued by the Health Department in their county and an **individual food handler's permit** of the catering supervisor who will be on site. All caterers must comply with the Commission's rules and regulations regarding food service, set-up, break-down, and clean up at an event.

For your convenience, we have provided a list of caterers. If you select one who is not on the list, the caterer will need to meet with the Event Coordinator and provide the caterer's required documentation for approval. The selected caterer will be authorized to provide service in the Facility only when proper documentation is received.

All necessary paperwork for caterers, alcohol licenses, vendors, layout plan for the set-up, equipment requests, special requests, and submission of promotional material, must be made available to the Event Coordinator no later than thirty (30) days in prior to the event.

NO FOOD OR DRINKS are allowed in the main gallery of the Museum. Food and drinks are allowed in the auditorium, front hallway, mezzanine, and patio only. You are responsible for informing your guests of these restrictions ahead of the event (on invitation, announcement or in packet). Our staff is here to reinforce this. Museum staff reserves the right to remove visitors who are not complying with the Museum's food and drink policy.

The caterer must call in advance to verify entry/setup time to meet with the Event Coordinator, 301-864-6029. Caterers will not be allowed to enter the facility earlier than the contracted time. The caterer must check in and out with the Commission staff supervisor at time of arrival and departure.

If rented chairs and tables are used the caterer **only** is responsible for setting-up and breaking down the floor plan. Other vendors are not to help with set-up/breakdown. (Please note: Facility staff will only setup our tables and chairs). **DO NOT** drag tables and chairs across the floor.

Caterers must plan to have an adequate number of staff on site in order to set-up and breakdown in a timely manner. The facility staff will be on site to supervise the set-up and breakdown. Floor plans must be received by the Event Coordinator at least 10 business days prior to the scheduled date. If a blank floor plan is needed please call the office at (301) 864-6029.

The facility is an historic site, with artifacts. Please be careful with your equipment in order to protect the facility.

The facility will not be held responsible for items left behind.

There is absolutely no cleaning of dishes on the premises.

Grease or food refuse shall not be dumped into the sinks.

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We will provide a vacuum, Clorox wipes, and trash can liners. You are responsible for all other cleaning supplies you may need.

Wipe down the walls and surfaces where food was present. Sweep all areas of the Facility where food and beverage were served.

Remove all trash and dispose of it in the dumpster located beside the Facility. Clean all trash from the tables and the floor surrounding the buffet area. All receptacles throughout the Facility (with the exception of the rest rooms) must be emptied and replaced with a fresh liner. Do not leave trash around the dumpster or an additional cleanup fee will be assessed. Tie all trash bags before throwing into the dumpster. Do not dump excess ice near the building or on the grass.

Sign caterers' check list, which will be given to you by the Event Supervisor

ALCOHOL

Beer and white wine may be served by a bartender.

Only Beer and white wine may be served.

NO RED WINE, red/grape juice, or punch is allowed in the museum.

The resale of alcohol, cash bars, and alcohol served at ticketed events requires 501 C (3) status, written **request and approval** from the Director's Office (Director's Office, M-NCPPC, Prince George's County, Department of Parks and Recreation, 6600 Kenilworth Avenue, Riverdale, MD 20737), **Park Police presence** at the contract holder's expense, and will require a **liquor license from the County Liquor Board** (301-699-2770). Liquor licenses must be presented to the Event Coordinator at least ten (10) business days prior to event or along with submission of promotional material for approval.

RENTAL APPLICATION FORM



GENERAL INFORMATION

Name: _____ Company: _____

Address: _____

Phone Day: _____ Evening: _____

Email address: _____

Function: _____

Preferred Date & Time: _____

Estimated guests: _____

DEPOSIT

In order for the reservation to be finalized a copy of your **valid ID** must accompany this form.

_____ Entire Museum (\$600)

_____ Auditorium (\$150)

_____ Mezzanine (\$300)

Deposit Total _____

METHOD OF PAYMENT

_____ Cash

_____ Visa

_____ MasterCard

_____ Check*

Credit Card Number: _____ Expiration Date: _____

I authorize the College Park Aviation Museum to charge my account the amount noted above.

Signature _____ Date _____

* Certified check, cashier check or money order made payment to the Maryland-National Capital Park and Planning Commission (or M-NCPPC).

The College Park Aviation Museum accepts cash, check, Visa or MasterCard as payment for rental reservations. Payment for security deposit and 50% payment deposit must be submitted with this form. The balance is due ten (10) business days before the rental. No reservation will be confirmed without receipt of payment with this form. For further information, call us at **301-864-6029**.

Send completed Rental Reservation Form with deposit payment to:

College Park Aviation Museum | Events Coordinator
1985 Cpl. Frank Scott Drive | College Park, MD 20740 | 301-869-6029
www.CollegeParkAviationMuseum.com

LIST OF CATERERS



The following caterers have hosted events at some of our facilities and are known to have the following proper documents. However, they must keep them current to continue to host events held at Maryland-National Capital Park and Planning Commission facilities. Caterers not on this list may also request their names be added by submitting the following proper documents to the facility they are interested in working with.

- 1) Food Service Facility Permit issued by the Health Department of Prince George's County (or other jurisdiction in the area).
- 2) Current insurance certificate naming **M-NCPPC** as the insured (\$1,000,000 general liability).
- 3) Food service manager for the event must present his/her Prince George's County (or other jurisdiction) issued permit with picture I.D.

Bailey's Catering, 301-475-2699, www.baileyscatering.com

Calvert House Inn, 301-864-5220, www.calverthouseinn.com

Catering by Vest, 301-423-3151, www.cateringbyvest.com

Chesapeake Bay Beach Club, 410-604-1933, www.baybeachclub.com

Classic Catering People, 410-356-1666, www.classiccatering.com

Corcoran Caterers, 301-588-9200, www.corcorancaterers.com

Dionysus' Kitchen, 410-744-4300, www.dionysuskitchen.com

Franklin's Brewery, 301-927-2740, www.frankinsbrewery.com

Ken's Creative Kitchen, 410-268-3222, www.kenscreativekitchen.com

Kitchen Gourmet, 703-490-1730, www.kitchengourmetcaterers.com

Levi's Restaurant, 301-336-5000, www.levisrestaurant.com

Marco Polo Restaurant, 703-281-3922, www.marcopolorestaurant.com

Maryland County Caterers, 301-855-2771, www.mdcountycaterers.com

Matters of Taste, 703-683-6555, www.mattersoftastecatering.com

Milloff's Catering, 301-372-6067, www.milloffscatering.com

Pineapple Alley Catering, 301-856-1954, www.pineapplealley.com

Putting on the Ritz, 800-213-7427, www.puttingontheritz.com

R & R Catering, 703-451-2798, www.rrcatering.com

Red Hot and Blue, 336-714-1510, www.redhotandblue.com

Rocklands Barbeque and Grilling Company, 703-778-8000, www.rocklands.com

Sunshine Catering, 301-737-4089, www.sunshinecateringcompany.com

Top Hat Party Design, 410-535-3848, www.tophatpartydesign.com

A BRIEF HISTORY OF THE COLLEGE PARK AIRPORT



The College Park Aviation Museum is located on the grounds of the College Park Airport, the oldest continuously operating airport in the world.

On December 17, 1903, the Wright brothers made their first successful flight in Kitty Hawk, North Carolina. The United States government did not show interest in their airplane until five years later. In 1908, the Wright brothers flew their improved airplane at Fort Myer, Virginia. The Wright Military Flyer had everything that the government wanted in an airplane, and the government asked the Wright brothers to teach two army officers how to fly. Needing a better place to train pilots, the government found College Park, Maryland.

Daily crowds, newspaper writers, and people from the government all came to watch Wilbur Wright teach Lt. Frederic Humphreys, Lt. Frank Lahm, and Lt. Benjamin Foulois how to fly. Their flights were front page news.

The College Park Airport was the first military training field and soon other "firsts" happened here. These included the first woman to fly as a passenger in the United States (Mrs. VanDeman flew with Wilbur), and the first Naval officer to fly in a plane (Lt. Lahm, U.S. Army flew Lt. George Sweet, U.S. Navy).

Between 1910 and 1912, civilian airplane companies also came to the College Park airfield. The airport became home to the Rex Smith Airplane Company, the National Aviation Company, and the Washington Aviation Company.

In 1911, our nation's first military flying school was opened at the College Park Airport. During training, pilots flew two types of airplanes. One type of plane was designed by the Wright brothers, and the other type of plane was designed by Glen Curtiss, an important airplane maker.

In 1918, the College Park airfield was picked to be part of the first U.S. Postal Airmail Service route. Planes flew with the mail from College Park, to Philadelphia, to New York City. In 1921, airmail service from College Park ended. The airmail hangar and compass rose used by the airmail pilots are still at the College Park Airport today.

In 1924, a father and son team, Emile and Henry Berliner, were the first people to make a controlled flight in a new type of aircraft, the helicopter. They tested their helicopter at the College Park airfield.

From 1927 until 1933, the Bureau of Standards developed and tested the first radio navigational aids at the College Park airfield, so that pilots could fly at night or in all types of weather.

George Brinkerhoff ran the airfield beginning in 1927. Many pilots learned how to fly at the College Park Airport during this time. There were also airshows, where pilots showed off their flying skills.

The Maryland-National Capital Park and Planning Commission (M-NCPPC) purchased the Airport in 1973 and it was added to the National Register of Historic Places in 1977. Today it is run as both a historic site and operating airport.

DIRECTIONS



LOCATION: In College Park, Maryland near the University of Maryland, between Route 1 & Kenilworth Avenue (Route 201). Accessible from the Green Line, College Park/University of Maryland Metro Station.

FROM THE BELTWAY: Take the Beltway (I-495) towards College Park and exit at Kenilworth Avenue (Exit 23). Turn south on Kenilworth Avenue (Rte. 201) at end of the ramp. Turn right at traffic light at Paint Branch Parkway. Turn right at traffic light at Corporal Frank Scott Drive. Continue to the entrance of the airport parking lot. Turn right onto service road and proceed to museum parking lot.

FROM BALTIMORE: Exit at Route 193 (Greenbelt Road) West toward College Park. Turn onto Kenilworth Avenue, proceed for approximately one and a half miles and turn right onto Paint Branch Parkway. Turn right at first traffic light, which is Corporal Frank Scott Drive. Continue to entrance of the airport parking lot. Turn right onto service road and proceed to museum parking lot.

FROM WASHINGTON, DC: On MD-295 N (Balt-Wash Pkwy), take State Highway 410 (East-West Hwy) toward New Carrollton/Hyattsville. At end of the exit ramp, turn left onto Hwy 410. Proceed for approximately one mile and turn right at Kenilworth Avenue. Proceed for approximately one mile and turn left onto Paint Branch Parkway. Turn right at first traffic light, which is Corporal Frank Scott Drive. Continue to entrance of the airport parking lot. Turn right onto service road and proceed to museum parking lot.

FROM U.S. ROUTE 1: Turn onto Paint Branch Parkway at traffic light at the north entrance of the University of Maryland. Proceed through 3 traffic lights. The next traffic light is Corporal Frank Scott Drive, turn left. Continue to entrance of the airport parking lot. Turn right onto service road and proceed to museum parking lot.

FROM METRO: Walk to intersection of Paint Branch Parkway and River Road. Cross over Paint Branch Parkway and walk up to Corporal Frank Scott Drive. Walk down the path behind the three (3) Tennis Bubbles then up to the Aviation Museum to the right.

