



FACILITY RENTAL EVENT PLAN AND CONTRACT

Client: _____

Contact Name/Direct Phone Number: _____

Proposed Date/Time (Afterhours?): _____

Number of Attendees: _____

Preliminary Price Quoted: _____

Catering Required? Yes No

Docents Required? Yes No

Confirmed? Yes No

Deposit Received? Yes No

Table/Chair Set-Up Arranged? Yes No

How many tables/chairs? ____/____

Aircraft Moved? Yes No

Site Visit? Yes No

Note: _____

- We provide no direct catering but are able to suggest preferred providers for your event.
- A non-refundable \$500 deposit is required with the signed contract in order to secure time and date of event and will be deducted from final billing.
- We charge a rental fee for the number of seats required *in addition* to the facility rental (see **Pricing** – on page 2). Should you rent our seats (tables are included with seat rental) and provide a diagram showing your required table and chair arrangement at least one week prior to the event date we will arrange them to your requirements in advance.
- We have 40 five-foot diameter ‘round’ tables and 15 six-foot ‘rectangular’ tables with 440 chairs available for rent.
- ***A \$500 addition charge for security if hard liquor is served...*** no additional charge for wine or beer.
- Six-foot rectangular reception tables are available to set up for nametags, sign in, etc.
- ***Planes of Fame Air Museum is not responsible for any accidents, injuries, or for damages incurred during the use of our facilities.***
- Planes of Fame Air Museum reserves the right to amend these terms and conditions.
- ***Remember, we are providing a venue for your special occasion; we are not your event coordinator.***
- All outsourced vendors must coordinate with Planes of Fame event staff prior to arrival.
- Full Payment must be received a minimum of one week prior to the scheduled event date.
- ***Absolutely no smoking inside hangars.***
- We reserve the right to refuse service to anyone for any reason.
- All signing parties have read and understand the above contract, its terms and conditions, and have fulfilled all requirements to date.

Initial: _____ Date: _____



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PRICING

Facility Rental Pricing

- Theater rental is available for **\$1000.**
- Facility rental fee is **\$1,500** for the Maloney hangar, which also boasts a projector screen for your use and beautiful spacious restrooms.
- We have 40 five-foot diameter ‘round’ tables seating 320 guests and 15 six-foot ‘rectangular’ tables with 440 chairs available for rent should you not provide your own; the rental charge is per 100 seats (tables are included with seat rental / typical seating arrangement is eight seats to a five-foot table and each table can accommodate 9 seats if required.)

Seat Rental Pricing

- Set-up and tear-down of chairs and tables for up to **100 guests** is **\$300**
- Set-up and tear-down of chairs and tables for up to **200 guests** is **\$600**
- Set-up and tear-down of chairs and tables for up to **320 guests** is **\$1,000**
- We can accommodate up to **320 guests** for a **seated meal**
- Please fill-in online, review and fax us the completed the **Facility Rental Contract:**
FAX (909) 597-4755

We can refer **local caterers** who are familiar with our venue.

Note: _____

I agree to the terms and conditions of this contract and the policies of the Planes of Fame Air Museum.

Signature: _____ Date: _____
Client signature

Approved by:
Signature: _____ Date: _____
Harry Geier, Planes of Fame