

## FACILITY RENTAL AND CATERING POLICY

*The Stafford Air & Space Museum is first a museum, and secondly an event center. There may be exhibits added to the facility after this agreement has been signed that may not be able to be relocated for an event. The Stafford Air & Space Museum staff will make every effort to minimize any unwanted impact these exhibits may have on any event.*

### Rental Space

The Explorer's Room holds a maximum of 112 people seated at tables and has audio/visual capabilities (see full list of available equipment on Rental Request Form). There is a catering kitchen access included with the room rental that includes the use of refrigerator, 2 microwaves, coffee maker, dishwasher, and heating/proofing cabinet. There will be a \$50.00 cleaning fee if the kitchen is not returned to its original state that must be paid in full within 7 days of the event.

The museum and the Education Center (has activities for all ages, including flight simulators) is open for the entire group to use during the event for free. Food and beverage are not permitted in the museum or the Education Center. The museum has the right to charge a \$50 cleaning fee after the event is over if any food and beverage are found from the event in the museum or Education Center.

All children under the age of 16 must be accompanied by an adult. It will be the client's responsibility to make sure everyone at their event abides by these rules or the museum staff has the right to cancel the use of the facility immediately without refunding the rental fee.

After one warning from the museum staff, your event will **immediately be terminated** if event guests continue to run or scream throughout the facility or if a child under the age of 16 enters the museum without being accompanied by an adult. Please keep in mind that we are first a museum and must respect the other guests of the museum during the event.

### Event Set-Up

Set-up for each event should be arranged with the museum's Event Coordinator at least 7 days prior to the event, including arrival and departure times, designated loading areas, vendor names and contact information. If electrical power is needed, please notify the Event Coordinator.

The Stafford Air and Space Museum management reserves the right to deny any activity or equipment use that could damage the facility or its contents. There is **NO STAPLING, TAPING, or TACKING of banners, decorations, or other materials to any surface area of the museum and Explorers Room**. This does include the floor. No water-related displays are allowed anywhere within our facility. Use of candles at dining tables, helium balloons, tinsel, glitter, or confetti requires special permission from the Stafford Air and Space Museum management.

### Event Clean-Up

Clean-up time is included with the rental time. All decorations or items not owned by the Stafford Air and Space Museum must be removed from the facility the same day as the event. The museum is not responsible for any personal items that are left after the event is over. The client is responsible for cleaning off tables and placing all trash in acceptable receptacles. No trash should be left on the floor, tables or chairs. The museum has the right to charge a \$50 cleaning fee after the event is over if the room is not left in its original state.

### **Event Hours**

All events attendees, caterers, entertainment, or other event personnel must vacate the premises of the Stafford Air & Space Museum no later than 11:30 pm (including clean-up time) on the day of the event, unless special permission has been given in advance by museum management. There will be an additional fee for events that go past 10:00pm that will be determined by the Stafford Air & Space Museum management.

### **Reservations/Cancellations**

Reservations must be made at least 7 days prior to the event due to scheduling and staff availability. For reservations to be final, we must receive a signed copy of this agreement, rental request form and the down payment. A reservation must be cancelled at least 7 days prior to the event to receive the down payment refunded in full. For cancellations less than 7 days before the event, the down payment will be forfeited. If it is necessary for the museum to cancel the event due to circumstances beyond the museum's control, the down payment will be refunded in its entirety. (Please allow for up to 14 days for processing refunds.)

### **Down Payment/Payment**

A down payment in the amount of 50% of the event rental fee and a signed Stafford Air & Space Museum Facility Rental and Catering agreement are required to reserve the facility. The down payment will be applied to the final bill. The final bill is due on the day of the event upon arrival to the facility. Any additional fees incurred during the event are also to be paid on that same day. This includes any fees that incurred due to violation of any part of this agreement. Any payment for damages for damages to the Stafford Air & Space Museum facility is to be made in full within 14 days of the event.

### **Tobacco Use Policy**

Smoking and all other tobacco use, including E-Cigarettes, is **strictly prohibited** inside the Stafford Air & Space Museum facility. Smokers must remain outside at least 50 feet away from museum doors. All charges incurred due to the fire system activation during an event will be charged to the client. (Minimum of \$300)

### **Alcoholic Beverage Policy**

The Stafford Air & Space Museum does allow alcoholic beverages to be served during an event as long as there is a State Licensed Bartender and additional fee of at least \$40/hour will be charged to have police on premises for safety. Drinks and food are not allowed in the museum or education center.

### **Catering Policy**

The Stafford Air & Space Museum highly recommends using a caterer from our recommended caterers list for your event. Our recommended caterers have experience working at our facility and are familiar with our policies and procedures. We keep a current Oklahoma State Department of Health Certificate and a current Certificate of Insurance for General Liability on file for all recommended caterers in the list below. If you plan on using a caterer that is not included in our recommended list, the client or the caterer will need to send the Event Coordinator copies of the following items 7 days prior to the event in order for the caterer to bring any food or beverage into the facility.

- Current Oklahoma State Department of Health Certificate
- Current Certificate of Insurance for General Liability

Recommended Caterer List:

**Casa Soto's (Mexican)**  
580-772-0232  
115 SW Main St  
Weatherford, OK 73096

**SWOSU Auxiliary Services**  
580-774-3231  
auxservices@swosu.edu  
SWOSU Campus  
Weatherford, OK 73096

**Pecina's Mexican Café**  
580-772-2329  
1711 E Main Street  
Weatherford, OK 73096

**Lucille's Roadhouse**  
580-772-8808  
1301 N Airport Rd  
Weatherford, OK 73096

**El Patio**  
580-774-5336  
310 N Washington  
Weatherford, OK 73096

**Bar B Que Shed**  
580-772-6383  
310 N Washington  
Weatherford, OK 73096

**Luigi's Italian Restaurant**  
580-774-2502  
111 W. Main St.  
Weatherford, OK 73096

**Subway**  
580-772-0125  
E. Eagle Rd  
Weatherford, OK 73096

**Quizno's**  
580-772-7849  
701 E Main St. St. A  
Weatherford, OK 73096

**Additional Fees**

- An additional \$50 fee could incur if the kitchen is not returned to its original state.
- If any food or beverage from event is found in the Education Center or the museum after the event, the client will be charged a \$50 cleaning fee.
- If trash is left on the floor, tables, or chairs after the client leaves, there will be a \$50 cleaning fee.
- If your event goes past 10:00 pm, an additional fee to be determined by the Event Coordinator or museum management will be charged and due with the final payment upon arrival for the event.
- An overstay fee of \$75.00 per hour applies to those rentals that stay past the time the event is booked to end based on the times specified in the event agreement.
- A minimum of \$300 can be charged due to the fire system activation during an event. This fee would be due within five business days after the event.

**Event Coordinator Contact Information**

Name: Teresa Schoonmaker  
Phone: 580-772-5871  
Email: [teresa@cityofweatherford.com](mailto:teresa@cityofweatherford.com)

**Rental Fees**

Half Day (up to 4 hours)	\$150.00	(Down payment = \$75.00)
Half Day (up to 4 hours after hours)	\$200.00	(Down payment = \$100.00)
Full Day (4+ hours or after hours)	\$200.00	(Down payment = \$100.00)
Full Day (4+ hours and after hours)	\$250.00	(Down payment = \$125.00)

\*members receive \$25.00 discount off of rental fee



In Association with the Smithsonian Institution

**Payment Information**

**Check:** Make checks payable to: Stafford Air & Space Museum

Mailing Address: 3000 Logan Road, Weatherford, OK 73096

**Credit Card:** Call 580-772-5871, mail the CC authorization form to above address or bring to office

**FACILITY RENTAL AND CATERING AGREEMENT**

I, \_\_\_\_\_, hereby enter into this agreement with The Stafford Air and Space Museum for the use of the Explorers Conference Room having fully read and understood all rules and regulations governing the use of the facility.

I understand that I have reserved the use of the Explorers Conference Room for this date and time below.

DATE	
TIME	

I understand that my group/organization’s reservation is not final until The Stafford Air & Space Museum has received the following items from the client:

- Signed Facility Rental & Catering Agreement
- Rental Request Form
- Down Payment

**Please initial on every line below after you have read through the specified guidelines.**

\_\_\_\_\_ I will assume full responsibility for the use of the equipment owned by The Stafford Air & Space Museum.

\_\_\_\_\_ I understand that I will be held financially responsible for any damages made to facility, appliances, furniture, and equipment including cost of repairing any damages made to furnishings caused by the use of pens, paints, tape & markers or other materials.

\_\_\_\_\_ I understand that I will be held responsible for the behavior of the group/organization’s guests. Since we are first a museum and secondly an event center, we stress the importance of the groups behavior inside the museum. This includes no running or screaming through-out the facility, and no child under the age of 16 may enter the museum without being accompanied by an adult.

\_\_\_\_\_ I understand that the management of the Stafford Air & Space Museum may cancel the use of the facility if my group or I do not comply with the user agreement, and the Guidelines for Explorers Room use listed on this agreement.

Client Signature	Date	Museum Event Coordinator	Date
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