



In Association with the Smithsonian Institution

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 **Explorers Room** holds a up to 120 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. **Stealth Gallery** holds 250 at tables no audio/visual capabilities. If large group some chairs may need to rented from outside source.

The museum and the Education Center (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, lobby, 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 in the museum or Education Center.

All children under the age of 16 must be accompanied by an adult in the museum and education center. It will be the client's responsibility to make sure everyone at their event abides by the 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. Set-up is included in the time of rental. Example: if rented for up to 4 hours. Set up, event, and clean up would need to be within these 4 hours.

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 for the Explorers Room and \$100 cleaning fee for the Stealth Gallery after the event is over if the room is not left in its original state.



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Event Hours

Doors will open 30 minutes prior to the start time unless other arrangement have been made. All events attendees, caterers, entertainment, or other event personnel must vacate the premises of the Stafford Air & Space Museum no later than 11:00 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 of \$75 for events that go past 10:00 p.m.

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



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Suggested Caterer List:

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

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

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

Heart and Home
580-661-2065
110 W. Broadway Ave.
Thomas, OK

RX Brew Coffee & Donuts
580-302-5533
120 W. College Ave.
Weatherford, OK 73096

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

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

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

Double "6" Diner
Barbeque and Burgers
580-774-2493
902 E Main St.-Weatherford

The Shed Grill & BBQ
580-816-5007
Main Street
Weatherford, OK 73096

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

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

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

Sawatzky Catering
RaDonna Sawatzky
580-772-4595
Weatherford, OK 73096

Additional Fees

- An additional \$25 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 decorating or take-down is needed day before and day after additional \$75 per day.
- 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.

Explorer's Room Rental Fees

Half Day (up to 4 hours before 5 p.m.)	\$250.00	(Down payment = \$125.00)
Half Day (up to 4 hours after 5 p.m.)	\$350.00	(Down payment = \$175.00)
Full Day (4+ hours before 5 p.m.)	\$400.00	(Down payment = \$200.00)
Full Day (4+ hours and after 5 p.m.)	\$550.00	(Down payment = \$275.00)

*members receive \$25.00 discount off of rental fee



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Stealth Gallery Rental Fees

Half Day (up to 4 hours before 5 p.m.)	\$300.00	(Down payment = \$150.00)
Half Day (up to 4 hours after 5 p.m.)	\$450.00	(Down payment = \$225.00)
Full Day (4+ hours before 5 p.m.)	\$500.00	(Down payment = \$250.00)
Full Day (4+ hours and after 5 p.m.)	\$650.00	(Down payment = \$325.00)

*members receive \$25.00 discount off of rental fee

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, or mail the CC authorization form to above address or bring to office

Contact

Teresa Schoonmaker

580-331-8187 Cell Phone

teresa@cityofweatherford.com

or

salesandevents@cityofweatherford.com

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