



# STAFFORD AIR & SPACE MUSEUM

3000 Logan Road

Phone: 580-772-5871

Weatherford, OK 73096

Fax: 580-772-0498

staffordmuseum.org

## Gallery Rental Request Form

<b>Date Booked:</b>	<b>Setup Time:</b>
<b>Requested Date:</b>	<b>Event Time:</b>
<b>Requested Room:</b>	<b>Event Name:</b>

### CONTACT INFORMATION

<b>Contact Name:</b>	<b>Phone:</b>
<b>Address:</b>	
<b>Email:</b>	<b>Bus./Org:</b>

### EVENT/ROOM DETAILS

<b>Guest Attending:</b>	<b>Tables Cloths:</b> Yes No Black
<b>How many tables?</b>	(\$10 each) How many?
Round (seats 8)	<b>Kitchen Access:</b> Yes No
Long (seats 6-8)	<b>Catering Service:</b> Yes No
(Max. Seating w/ tables = 325)	<b>Caterer:</b>

**Equipment Needed:** **Audio & Video Equipment will have to rented from Outside Vendor**

<b>NA</b>	Projector Screen - with DVD or laptop hookups
<b>NA</b>	Speakers - plug in with DVD or laptop
<b>NA</b>	Laptop - requires leaving driver's license with front desk during use
<b>NA</b>	Microphone

<b>Requests to see museum?</b> Yes No	Self-guided	Tour (if available)
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### PAYMENT

<b>Half Day</b>	4 hours before 5 p.m. - <b>\$300</b>	4 hours after 5 p.m. - <b>\$450</b>
<b>Full Day</b>	Before 5 p.m. - <b>\$500</b>	After 5 p.m. - <b>\$650</b>

*\*museum members receive \$25.00 discount off each rate\**

<b>Total Amount Due:</b>				
<b>1/2 Down Amount:</b>	<b>Method:</b>	Check	Cash	Credit Card
<b>Payment Date:</b>	<b>Taken By:</b>			
<b>Payment in Full:</b>	<b>Method:</b>	Check	Cash	Credit Card
<b>Payment Date:</b>	<b>Taken By:</b>			

<b>How did you hear about us?</b>
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<b>Booked by:</b>
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<b>Notes:</b>
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**SASM has enough tables for 200 people. For larger groups Tables/Chairs will have to be rented.**

Number in Attendance _____	Entered Adm POS _____
Agreement Rc'd _____	Deposit _____ Confirmed _____ Pd in full _____