



STAFFORD AIR & SPACE MUSEUM

3000 Logan Road

Phone: 580-772-5871

Weatherford, OK 73096

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staffordmuseum.org

Explorers Room Rental Request Form

Date Booked:	Setup Time:
Requested Date:	Event Time:
Requested Room: Explorers Room	Event Name:

CONTACT INFORMATION

Contact Name:	Phone:
Address:	
Email:	Bus./Org:

EVENT/ROOM DETAILS

Guest Attending:	Tables Cloths: Yes No Black
How many tables?	(\$10 each) How many?
Round (seats 8)	Kitchen Access: Yes No
Long (seats 6-8)	Catering Service: Yes No
(Max. Seating w/ tables = 100)	Caterer:

Equipment Needed: (\$25 additional charge)

_____ 2-98" TVs & 2-65" TVs - with DVD or laptop hookups
_____ Speakers - plug in with DVD or laptop
_____ Laptop - requires leaving driver's license with front desk during use
_____ Microphone _____ Other:

Requests to see museum? Yes No	Self-guided	Tour (if available)
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PAYMENT

Rental Fee:	Half-Day (up to 4 hours) \$250.00	Half-Day (4 hrs. after 5pm) \$350.00
	1/2 Down = \$125.00	1/2 Down = \$150.00
Rental Fee:	Full-Day (4+ hrs & before 5pm) \$400.00	Full-Day (4+ hours & after 5pm) \$550.00
	1/2 Down = \$200.00	1/2 Down = \$275.00
*museum members \$25.00 discount off *		

Total Amount Due:

1/2 Down Amount:	Method: Check Cash Credit Card
Payment Date:	Taken By:
Payment in Full:	Method: Check Cash Credit Card
Payment Date:	Taken By:

How did you hear about us?

Booked by:

Notes:

Explorers Room Seating Capacity 100 with round and rectangle tables

Number in Attendance _____ Entered Adm POS _____

Agreement Rc'd _____ Deposit _____ Confirmed _____ Pd in full _____