



## FACILITY RENTAL & USAGE AGREEMENT

### GENERAL INFORMATION

Pacific Aviation Museum Pearl Harbor is a Museum *first*, and a site for private gatherings *second*. We ask that appropriate Museum conduct be followed during your private event. If Museum rules are not being followed, expect a friendly reminder from the Museum staff. The Museum is open to the general public from 9:00 a.m. – 5:00 p.m. Events during this time are facilitated with respect to our daily guests.

### RESERVATION & CANCELLATION

To confirm a reservation, a deposit of fifty dollars (\$50.00) for a daytime event, or two hundred dollars (\$200.00) for an evening event is required within fifteen (15) days of the initial reservation date. If the required deposit is not received by this date, the reservation will be considered cancelled. The deposit will be applied towards the total bill. If the reservation is cancelled more than thirty (30) days prior to the event date, 100% of the deposit will be refunded.

### FACILITY RENTAL

Facility rental includes use of the event space for up to four (4) hours, unless otherwise stated, plus reasonable amount of setup and removal. Facility rental fees for galleries include tables and chairs for up to two hundred (200) guests. If needed, additional tables and chairs will be rented and added to the final invoice. Fees will be added to the final invoice for additional personnel, services, and equipment contracted for the event.

### PAYMENT SCHEDULE

Final payment will be collected seven (7) days prior to the event date. Any additional charges incurred during the event will be billed on a separate invoice and payable upon receipt. Payment may be made by cash, check (payable to Pacific Aviation Museum), or an approved major credit card.

### EVENT SET UP/CLEAN UP

Evening events start no earlier than 6:00 p.m. Access to the facility for setting up, including caterer set up, may begin at 4:00 p.m. Pacific Aviation Museum is responsible for setting up Museum tables, chairs, stage, podium, and sound system. Event decorations setup and clean up are the responsibility of the Client. All guests, food, beverage, rented equipment, and outside vendors must be cleared from the Museum by 11:00 p.m. unless prior arrangements have been made. Additional hourly rate may apply.

No wheeled carts are allowed on the Lobby floor. All loading and unloading of materials must be done through the designated delivery door. The Museum doors may be held open for loading and unloading only. It is the Client's responsibility to ensure these doors are closed when not in use for loading and unloading. Placement of food and beverage stations on floor maps is forbidden.

### FOOD & BEVERAGE

Catering services are available through a preferred vendor, designated by the Museum. You are welcome to contract separately with a caterer of your choice; an additional \$2.00 per person charge may apply. Caterers are responsible for any linen, silver or tableware required for your event. No potluck events are permitted.

I, \_\_\_\_\_, have read and agree to the above conditions.  
(Print name)

\_\_\_\_\_  
Signature  
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\_\_\_\_\_  
Date



#### ALCOHOL

Alcohol consumption is only allowed if the appropriate licenses are obtained. The Event Host is required to ensure excessive amounts of alcohol are not consumed and that all alcoholic beverages are contained within the event space. **An additional charge of \$50.00 per guard, per hour is required for additional on-site security if the event includes a hosted bar.** The Client is responsible for making sure NO underage drinking occurs at the event. A Bartender may be contracted through the Museum, or the Client may contract with a Bartender with proper documentation.

#### DECORATIONS

Party décor is limited to tabletops, unless approved by the Museum's Events Manager. Freestanding decorations, banners, and flags must be approved by the Events Manager. Balloons must be anchored to a weight. Confetti, bubbles, open flames, smoke machines, live plants, or any other décor potentially damaging to the Museum's property is strictly prohibited.

#### CONTRACTED VENDORS

All contracted vendors (e.g. entertainers, caterers, etc.) must be approved by the Museum's Events Manager. A preferred list of pre-approved vendors is available upon request.

#### DAMAGE/LIABILITY

The liability for any loss, theft, or damage of the Museum's property, displays, or fixtures caused by the Client or Client's guests is the full responsibility of the Client. **Any damage, loss, or theft will result in a minimum charge of \$100.00.** The total cost for the replacement or repairs will be determined by the Museum Director and billed to the Client. By confirming your event reservation, you agree to the following rules and regulations for Museum use:

- No defacing of Museum property
- No skateboards or roller shoes allowed
- No running or horseplay
- No live animals, except certified service animals, allowed
- No entering restricted areas including office spaces, roped areas, Restaurant and Museum Store (unless open for business), Education Center Flight Simulator Lab, unless contracted
- No entering the Combat Flight Simulator Area, located on the Main Exhibit Floor, unless contracted
- No tampering with Museum's electrical equipment
- No food or beverages placed on Museum exhibits
- No alcoholic beverages allowed outside of the Museum
- **No smoking in the Museum; smoking is permitted at least 20 feet away from the building**
- All printed materials that describe Pacific Aviation Museum Pearl Harbor or the use of the Museum logo require Museum approval prior to printing.

#### ACCESS TO FORD ISLAND

Pacific Aviation Museum Pearl Harbor is located on an active military installation. The Client is responsible for completing the Vehicle Access Form for guests requesting access to Ford Island. The Vehicle Access Form will be provided to the Client by the Events Manager upon request. The completed Vehicle Access Form must be received by the Events Manager no later than seven (7) days prior to the event to secure approval from base security. While on Ford Island, the Client and the Client's guests agree to follow all posted signs.

I, \_\_\_\_\_, have read and agree to the above conditions.  
(Print name)

\_\_\_\_\_  
Signature  
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\_\_\_\_\_  
Date