



## **FACILITY RENTAL & USAGE AGREEMENT**

### **GENERAL INFORMATION**

Pearl Harbor Aviation Museum 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. Generally, private events begin at 6:00 p.m. and end at 10:00 p.m.

### **RESERVATION & CANCELLATION**

To confirm a reservation, a deposit of 50% of total estimated charges is required within ten (10) 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 ninety (90) days prior to the event date, 100% of the deposit will be refunded. During the months of May, June, July, August, November and December, the reservation must be cancelled more than six months prior to the event for a 100% refund.

### **FACILITY RENTAL**

Facility rental includes use of the event space for up to four (4) hours, unless otherwise stated. Event setup may begin at 4pm (accommodations can be made for caterers needs, based on availability), all move-out/strike must be complete no later than 11:59pm or overtime charges will apply. Facility rental fees for galleries include tables and chairs, limited to supply on hand (contact Events Department for details). If needed, client may secure additional tables and chairs from any local rental company at their expense. Fees will be added to the final invoice for additional personnel, security, services, and equipment contracted on behalf of the event/client.

### **PAYMENT SCHEDULE**

Final guest count along with final payment will be due to the Events Department (12) business 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 house sound system. Event decorations setup and cleanup are the responsibility of the Client. All guests, food, beverage, rented equipment, and outside vendors must be cleared from the Museum by 11:59 p.m. unless prior arrangements have been made. Additional hourly rates will 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.

The Museum is home to a growing collection of exhibits and displays; the Museum reserves the right to alter event layout based on exhibit configuration at the time of the event. Every effort will be made to maintain the event layout agreed upon during the final event walkthrough.

## **FOOD & BEVERAGE**

A list of approved catering services will be provided to the client by the Events Department. If you would like you use a catering company not on our approved list, please contact our Events Department for approval prior to entering into any contracts. An additional fee of \$2.00 per person will be charged if you use a caterer not on the Museum's approved list and is subject to approval. The caterer is responsible to provide all linens, tableware and flatware required for the event. No potluck events are permitted.

## **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. Security will be required for any event serving alcohol. Additional charges apply, Events with 100 or less guests must have one Supervisor on duty at the rate of \$30.00 per hour. An additional guard will be added based on every 100 guests at the rate of \$25.00 per guard, per hour. The Client is responsible for making sure NO underage drinking occurs at the event. Pearl Harbor Aviation Museum does not permit self-serve bars. The Client is responsible to contract bar services through their approved caterer. Should a client select Tanioka's as their caterer the client must contract with Pearl Harbor Aviation Museum for services

## **DECORATIONS**

Party décor is limited to tabletops unless approved by the Museum's Events Manager. The Director of Events or Events Manager must approve freestanding decorations, banners, and flags. Pearl Harbor Aviation Museum highly discourages helium balloons. If the Client still decides to bring helium balloons into the facility, they must be anchored to a weight, should any balloons get loose during the event, the client will be responsible for the cost of retrieving the balloons. The cost is \$125 per man-hour; two staff members are required each time a lift is used to retrieve loose balloons. Confetti, bubbles, open flames, smoke machines, live plants, or any other décor potentially damaging to the Museum's property is strictly prohibited.

## **CONTRACTED VENDORS**

The Museum's Director of Events or Events Manager must approve all contracted vendors (e.g. entertainers, caterers, etc.) The client will be responsible to provide the events department with vendor name and contact information 30 days prior to the event. The process is necessary to insure that your vendors will be granted access to the base.

## **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 or permitted areas
- No smoking in the Museum; smoking is permitted at least 20 feet away from the building in the designated smoking area only!
- All printed materials that describe Pearl Harbor Aviation Museum or the use of the Museum logo requires Museum approval prior to printing.

**ACCESS TO FORD ISLAND**

Pacific Aviation Museum Pearl Harbor is located on an active military installation. Clients have two options for their guests’ access onto Ford Island.

**Option 1: Shuttle Bus Access**

Client provide shuttle service for guest arrival through an approved transportation company. Guest Parking can be made available at the Arizona Visitors Center for those in Private Vehicles.

**Option 2: Drive on Access**

The Client is responsible for completing the Guest Access and Foreign National Guest Forms for those guests who do not have base access. The Events Department will provide the required forms to the client once the deposit and contract have been submitted to Pacific Aviation Museum Pearl Harbor. The Client is responsible for submitting the Guest Access Forms no later than 14 business days prior to the event. Foreign National Guest Forms are due no later than 60 business days prior to the event.

**Vendor Access:**

The Client is also responsible for providing the Events Department with a list of all vendors being used for the event. Vendors require a separate clearance and the Client must submit all required vendor information to Pacific Aviation Museum Pearl Harbor no later than 30 business days prior to the event. The Events Department will then work directly with the Client’s vendors to secure access. It is imperative that all forms are submitted to Pacific Aviation Museum Pearl Harbor by the aforementioned deadlines.

If the Client and/or vendors do not follow proper procedures or submit necessary forms by said timelines, Pacific Aviation Museum Pearl Harbor is not responsible for the Client’s guests or vendor’s inability to gain access to Pacific Aviation Museum Pearl Harbor on Ford Island. While on Ford Island, the Client’s guests and vendors must abide by all driving laws and posted signs.

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

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date