

FACILITY RENTAL CONTRACT

Must Be Complete and Returned With Deposit

Date of Event: _____ Rental Start Time*: _____
 Type of Event: _____ Rental End Time*: _____
 Number of Attendees: _____ *Rental time includes set-up and tear-down time

The Olympic Flight Museum is a museum first and a site for private events second. In order to safeguard the historical significance of the museum’s aircraft and artifacts, the rental policy of the Olympic Flight Museum is strict. Therefore, we will assist you in maintaining its policies for the duration of your rental. Please **READ AND INITIAL** the attached contract information regarding rental policy, rental charges and all regulations.

PLEASE BE AWARE – There are three layout plans to choose from; the artifacts available are seasonal and subject to change pending weather conditions and availability.

There is no guarantee that an artifact will be available at the time of your event. Poor weather conditions may prevent an artifact from being moved from their stationary positions. This may cause your planned layout to change. A secondary layout plan with the current positioning is required and will be the layout used in the event that weather does not permit planes to be repositioned.

PLEASE NOTE: We are unable to confirm a rental without a completed rental contract and deposit. No exceptions.

Rental Equipment & Options	Rates	Quantity
Weekday Facility Rental T-F 11a.m.- 5p.m. (Minimum 2 hours)*	\$165/hr	
Weekend Facility Rental (Minimum 2 hours)	\$200/hr	
Coffee Service (<i>Cups, stirrers, creamer, sugar, sweetener</i>)	\$2/person	
Tables: 5’ Round (8 ttl.), 6’ Rectangle (6 ttl.), 8’ Rectangle (33 ttl.)	\$7/table	
Chairs (131 total)	\$2/chair	
PA System	\$110	
Refundable Cleaning Deposit – Due with final payment prior to event	\$500	
After-Hours Charge – Starts when estimated clean up time ends and is used for Weekday after hours as well	\$200/hr	

* If less than 3 aircraft are to remain in facility during the event, minimum time increases from 2 to 4 hours

Name of Renter: _____
 Contact Person(s): _____

*Thank you for supporting the Olympic Flight Museum!
 The Olympic Flight Museum is a 501(c)3 non-profit organization.
 Tax Identification: 91-1899948*

Mailing Address: _____
Home/Cell Phone: _____ Work Phone: _____ Fax: _____
Valid Credit Card Number: _____ Expiration Date: _____ CVV: _____
E-Mail Address: _____

Person Responsible for Clean Up: _____

Will Alcohol be served: ___ Yes ___ No

Caterer's Name/Phone#: _____

(Distribution of alcoholic beverages on museum premises must be served in accordance with state and county laws and may require a permit.) The Museum will honor requests on a first-come, first-serve basis **upon receipt of a completed application and a 50% deposit of estimated fees. Payment in full is due no later than two weeks prior to the reservation. Failure to pay the balance due by this date will result in cancellation and forfeiture of the deposit. Checks should be made payable to the Olympic Flight Museum. Any check returned will be charged a \$50 NSF fee. Any additional fees incurred post-event will be deducted from cleaning deposit refund fee.**

RENTAL AND EQUIPMENT INFORMATION*

Weekend and after hours Facility
_____ Rental: \$200/hr*

_____ Weekday Facility Rental: \$165/hr*

_____ Coffee Service: \$2/person

_____ Table Rental: \$7/table

Total Rental Fees: \$ _____

Refundable Cleaning Deposit: _____
\$500

Cleaning deposit will be forfeited if the facility is left in unsatisfactory condition. _____ (initial)*

***Facility rental hours include setup and cleanup time**

_____ Chair Rental: \$2/chair

_____ PA System: \$110

TOTAL CHARGES: \$ _____

METHOD OF PAYMENT:

Cash ___ Check ___ Charge ___

Signature (person responsible for the rental and ALL fees)

Date Submitted

FACILITY RENTAL POLICIES AND PROCEDURES

The mission of the Olympic Flight Museum is to preserve and fly vintage aircraft while bringing people together to relive, recollect and learn about aviation history. We strive to deliver the sights, sounds, smells and excitement of flight to every museum visitor.

Facility Rental

- Museum maximum capacity: 325 people, 11,200 square feet
- The Renter must schedule an appointment with the museum Director to create a sketch of the placement of planes, tables, chairs and other equipment at least three weeks prior to the rental date.
- Renter is responsible for event setup and takedown which includes tables, chairs, buffet tables, welcome/registration tables, flower arrangements, décor and any additional lighting.
- There will be no changes made to set-up after final set up approval, three weeks prior to event.
- The kitchen is equipped and designed to allow for food and various refreshments to be brought into the museum for refrigeration and warming. There is no sink in the kitchen area.
- The front desk may not be used as a bar.
- The Renter shall be responsible for any damage to displays, artifacts, aircraft, the desk or the merchandise inside.
- Events hosted by schools **MUST** have at least one staff person remain until all students have been picked up by a parent or guardian.
- The Olympic Flight Museum is limited in its ability to heat and cool the hangar. Renters should prepare accordingly.

Ramp

- Access to the outside of the building (airport side) is restricted. If guests venture outside, they must remain within the roped off area.
- The museum will not provide tables or chairs for outdoor use; this applies even when a tent is being used.

Please initial to the left of each paragraph to acknowledge FULL understanding of each procedure

Types of Events

_____ All events are expected to harmonize with the character and mission of the Museum and are subject to approval by the Museum. Because the Museum is an educational and charitable institution and requires protection of the objects displayed in the building, the Museum reserves the right to refuse availability to a prospective renter for any use at its sole discretion.

Securing a Rental Date

_____ In order to secure a facility rental, the Renter must return a completed Facility Rental Contract with a NON-REFUNDABLE deposit and a refundable cleaning deposit.

Guest List

_____ A confirmed number of guests must be submitted to Museum staff 24 hours before the event.

Layout

_____ Renter is required to schedule an appointment with Museum staff at least three weeks in advance of event to create a layout. *There is no guarantee that any particular plane will be available at the time of the event. Poor weather conditions may prevent planes from being moved from their stationary positions and or aircraft maintenance may cause your planned layout to change.* A secondary layout plan with the currently available planes and positioning is required and may be the layout used in the event that weather does not permit planes to be repositioned. Renter acknowledges that both layouts created in advance may not come to fruition.

Delivery & Storage

_____ The Museum does not provide storage for events. Delivery of any items shall be scheduled for the day of the event (or during the scheduled set-up time) and the pick-up of the items shall be scheduled immediately following the event. If any items are not picked up prior to noon the following day, a charge of \$100.00 per hour will be assessed until the items are picked up, unless prior arrangements have been made with Museum staff.

Smoking

_____ Smoking is prohibited in facility. Smoking is allowed outside, in front of the facility. Trash or cigarette butts not placed in appropriate smoking/trash receptacles will result in forfeiture of the cleaning deposit.

Alcoholic Beverages

_____ If Renter plans to serve alcohol at the event, the Museum must approve all plans and circumstances under which alcohol is served. Renter agrees to comply with and abide by all local, state, and federal laws applicable to the serving of alcoholic beverages at its event. Renter agrees to take steps necessary to ensure that alcohol is not served to minors during event. Museum staff reserves the right to halt alcohol service and consumption during the event. Should alcohol continue being served after the notice to halt, Renter forfeits all deposits including the cleaning deposit and understands the event will come to an immediately end, only individuals scheduled to clean-up will be permitted to remain on the premises.

Catering

_____ There are many highly skilled, creative caterers in the Olympia area. We are happy to work with them to provide a wonderful setting for each event. All caterers are responsible for materials brought into the building, preparation, and clean-up of the kitchen and service areas. The Olympic Flight Museum does not have a commercial kitchen space. Water and standard sinks are accessible in the bathrooms and a commercial sink is also available. Tap water is available as drinking water. Barbecuing must be approved at the time of reservation appointment as it must be cleared with the airport ahead of time, any visible, unknown smoke will raise unnecessary alarms with the airport. On-site cooking must also be manned at all times. Museum staff must approve all caterers, equipment, rental services, and any other delivery or service companies. The Museum Director MUST approve all foods, beverages, and their arrangements in the Museum prior to the event taking place. There are many items that may damage an artifact or put displays at risk, therefore: the Museum reserves the right to refuse any or all items proposed on the menu.

Decorations

_____ Plans for décor, including fresh cut floral arrangements, table centerpieces, signs and banners are subject to the Museum's approval.

Flowers may not stay overnight. Any décor supplied from an outside source must be removed from the party area by the Renter immediately following the departure of the last guest from the Museum.

No live animals are permitted in the Museum.

- Birdseed may be thrown outside and in front of the museum only. Birdseed is prohibited outside of hangar door.
- The use of glitter and confetti is prohibited.
- Bubble machines are prohibited.
- Duct tape is prohibited.
- Open flames are prohibited (with the exception of Sterno, which is permitted for food heating but must be placed an acceptable distance from aircraft).

Décor must not endanger the Museum's collections, necessitate the moving of displays or affect artifact and aircraft appearance. Museum décor will not be moved under any circumstances. All décor items and placement must meet all fire and safety codes. The use of candles is prohibited at the Olympic Flight Museum.

Music

_____ The selection of music and musical entertainment for the event is subject to the Museum's approval. The Museum's Sound System is available for a \$110 fee and includes two 500-watt speakers on stands, a Yamaha mixer board, mic, CD player, and all cables to accommodate CD player or iPod. Additional speakers may be used if desired. All additional sound equipment is Renter's responsibility. Only Museum staff are permitted to operate the sound system. The Museum allows DVD's, CD's, records, AM/FM radio, iPod and USB drive and must be coordinated in advance. Equipment requiring electrical connections of voltage other than the normal 110V receptacle will not be permitted. Use of high-powered stereo equipment, including sub-woofers is strictly prohibited. Due to the close proximity of the 24-hour Airlift Northwest facility (next door), the Museum reserves the right to enforce a reduced noise level during the event. If noise is not reduced, the event will be terminated immediately and all deposits and fees will be forfeited. The museum's television is for video use only, no karaoke. Please note that the Renter is responsible for any applicable licenses for live or recorded music to be performed (ASCAP requirement).

Setup

_____ Renter is responsible for coordinating event setup and takedown which includes tables, chairs, buffet tables, welcome/registration tables, flower arrangements, décor and any additional lighting. Museum staff will setup a podium, theater television, stage and electrical distribution of extension cords, should Renter choose to rent the museum's PA system. Renter may choose to include an additional day of rental prior to event but may only utilize facility the day before the event, which will incur additional charges. Renter may gain access to the Museum via the service entrance at the front of the facility for setup, or- by special arrangement and airport permission- the hangar door at the back of the building may also be utilized. Notice and arrangements for hangar door access must be made three weeks prior to event. Cleaning may occur during setup, including: floor mopping, artifact rearrangement, dusting, restroom stocking and related activities.

Cleanup

_____ All aspects of clean up after the event shall be the responsibility of the Renter. The rental space should be left in the same manner as when the Renter arrived for the event. Cleaning must be executed and immediately after event and complete on or before 12 a.m. Failure to comply will result in additional, after-hour charges. Cleaning includes and is not limited to: clean tables, stacking chairs on carts, mop, décor removal, disposal of trash in designated bins located adjacent to Airlift Northwest, and food removal. All rental equipment must be removed the evening of the event or packed, stored in kitchen area and picked up the following morning. In the event that the facilities are left in unsatisfactory conditions, the renter will be charged the after-hours charge for any time spent cleaning the facility. The \$500 cleaning deposit will be applied to any additional amount charged for cleanup.

Damages

_____ Any damage to Museum property is to be reported immediately to Museum staff. Prior to such time as Renter, its agents or employees begin to use the Museum facilities, Renter, in conjunction with a Museum employee, shall complete an inventory and condition report for the facilities. At the conclusion of the event, Renter, in conjunction with a Museum employee, shall complete another inventory and condition report for the facilities. Renter shall only be responsible for any damage or loss not noted on the initial inventory and condition report. Further, the Renter assumes ALL responsibility of damage to any part of the facility or its contents as a result of their guests, caterer, or service professional.

Cancellation

_____ One hundred percent (100%) of the rental fee shall be forfeited should the event be canceled within one week prior to the event. The Museum staff will use its best efforts to make the facility available to a Renter, however the Museum reserves the right to cancel this contract if, due to a cause beyond the Museum's control, it becomes unreasonable to perform under this contract or to permit the Renter to occupy the facility. In the event of such a cancellation, the Renter will be notified with reasonable promptness. The Museum shall not be liable for loss of profit or damages of any type, whether based on breach of contract, warranty, or otherwise. The Museum reserves the right to deny use of its facilities at any time to a Renter not complying with Museum policies.

Billing

_____ A fifty percent (50%) NON-REFUNDABLE deposit to reserve the facility space is required upon execution of this contract. Two weeks prior to the event, the balance of the proposed rental fee must be paid along with a credit card number or a check in the amount of \$500.00 as a refundable cleaning deposit. The cleaning deposit (minus any additional charges) will be returned within ten (10) business days if all the conditions of this facility rental and the cleaning requirements have been met. Any additional charges incurred during or after the event will be billed to the Renter within one week following the event and are due upon receipt. The cleaning deposit can be applied to these additional charges if requested. No cleaning deposit will be refunded until all charges have been paid.

Liability

_____ The Renter shall be responsible for all injury and/or damages of any kind to persons or property (regardless of who may be the owner of the property) arising out of or suffered through any act or omission of the Renter, its employees, agents, contractors, or guests, in connection with its use of facilities. The Renter further assumes the obligation to indemnify and hold harmless the Olympic Flight Museum, its trustees, officers, agents, employees and volunteers against any and all damages, claims, expenses or other liability due to personal injury or death, or damage to property of theirs, arising out of or suffered through any act or omission of Renter, its employees, agents, contractors or guests, in connection with its use of Museum facilities. Further, the Renter assumes ALL
(Continued on next page, read fully before initialing)

responsibility of damage to any part of the facility or its contents as a result of their guests, caterer, or service professional. The Museum is not responsible for Acts of God including extreme high or low temperatures, winds, flooding, earthquake, tornado, hurricane, lightning, power outage, fire, terrorism or any unknown circumstances or acts beyond the Museum's control. In the event that any such circumstances occur, the refund policy will remain in effect. Renter is responsible for supplying one (1) chaperone for every twenty 20 guests seventeen (17) years of age and younger. All events must comply with the rules and regulations of the Olympic Flight Museum and all city and state laws.

General

_____ It shall be the policy of the Olympic Flight Museum in considering requests for rental of its facility, to give first priority to the Museum to accommodate its own activities. The Museum shall decline rentals for the use of its facilities for any activity, event, or other use which, if in the best judgment of the staff (i) will cause or be likely to cause any material conflict with the normally anticipated use by the Museum of its facilities for its own activities (e.g., date conflicts or scheduled event use extending for such duration as may preclude use for events likely to be scheduled by the Museum), and/or (ii) may be reasonably expected to result in a significant burden to the facilities because of physical wear and tear, overcrowding, use in violation of building or safety codes, or other rules or regulations applicable to the facilities, and/or (iii) identify the Museum with the use or event as to create the implication that such use or event is sponsored or endorsed by the Museum, or that any other business organization conducts its business from the Museum's location. All use of facilities by parties other than The Olympic Flight Museum shall be conducted in such a manner that clearly indicates that such use or activity is undertaken by parties other than the Olympic Flight Museum and that such use or activity is not an activity sponsored or endorsed by the Museum.

Failure to Comply

_____ It is the policy of the Olympic Flight Museum to insist the above procedures are followed. If there is a failure to comply in any or all of the above procedures, the contract will become terminated and deposit monies will become property of the Olympic Flight Museum.

I, having completed the Olympic Flight Museum Facility Rental Contract, agree to the prices and payment schedule above, read the Olympic Flight Museum Rental Policies and Procedures as stated on the preceding pages, understand my responsibility and agree to the conditions set forth in this contract.

(Applicant)

(Museum Representative)

(Date)

(Date)

At this time a fifty percent (50%), NON-REFUNDABLE deposit is required. Please include your payment with this rental agreement. Make checks payable to the Olympic Flight Museum. This contract is not valid unless the deposit is secured and the contract is signed by both parties.

See attached form for setup.

PLEASE NOTE:

The Museum **MUST** Receive Your Event Set-Up Form & Remaining Balance At Least **TWO WEEKS** Prior To Your Event.

*Administrative use only

DEPOSIT PAID: \$ _____ DATE DEPOSIT PAID _____

BALANCE DUE: \$ _____ DATE BALANCE PAID _____

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*Thank you for supporting the Olympic Flight Museum!
The Olympic Flight Museum is a 501(c)3 non-profit organization.
Tax Identification: 91-1899948*