



7637 – A Old Highway 99 SE  
 Olympia, WA 98501  
 Event Coordinator Nikka Hollonsyde  
 360.999.3639

## **FACILITY RENTAL CONTRACT**

Must Be Complete and Returned With Deposit

Date of Event: \_\_\_\_\_ Set-Up Time: \_\_\_\_\_  
 Start Time: \_\_\_\_\_  
 End 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 planes available are seasonal and apt to change pending weather conditions and availability.**

**There is no guarantee that any plane will be available at the time of your event. Poor weather conditions prevent planes from being moved from their stationary positions. This may cause your planned layout to change. A secondary layout plan with the current planes and 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.**

<b>Rental Equipment &amp; Options</b>	<b>Rates</b>	<b>Deposit</b>
Weekday Facility Rental (2 hours, 25 guests minimum)	\$10 pg	\$250
Weeknight Facility Rental (2 hours, 25 guests minimum)	\$12 pg	\$250
Weekend Facility Rental (2 hours, 25 guests minimum)	\$15 pg	\$250
Refundable Security Deposit (Separate Check)		\$250
Additional Hours (\$50 per extra hour)	\$50	
PA System	\$110	
After-Hours Staff Time (If event goes over requested time)	\$50/hr	

*Thank you for supporting the Olympic Flight Museum!  
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 Tax Identification: 91-1899948*



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Name of Organization: \_\_\_\_\_  
Contact Person(s): \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Home/Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Valid Credit Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ CVV: \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_

**EVENT INFORMATION**

Date of Event: \_\_\_\_\_ Set-up Time: \_\_\_\_\_  
Type of Event: \_\_\_\_\_ Start Time: \_\_\_\_\_  
Number Attending: \_\_\_\_\_ End Time: \_\_\_\_\_  
Person Responsible for Clean Up of Rental Space: \_\_\_\_\_

Alcoholic Beverages: \_\_\_ Yes \_\_\_ No Caterer's Name/Phone#: \_\_\_\_\_  
*(Distribution of alcoholic beverages on museum premises must be served in accordance with state and county laws and requires a permit.)* **The Museum will honor requests on a first-come, first-serve basis upon receipt of the completed application and a \$250 deposit. 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. Checks should be made payable to the Olympic Flight Museum.**

**RENTAL AND EQUIPMENT INFORMATION\***

\$\_\_\_\_\_ Weekend Facility Rental: \$15 per guest (25 guest minimum or \$375)      \$\_\_\_\_\_ Refundable Security Deposit: \$250  
\$\_\_\_\_\_ Weekday Facility Rental: \$10 per guest (25 guest minimum or \$250)      \_\_\_\_\_ Total Number of Hours (including setup and cleanup)  
(11:00a.m. – 5:00p.m.)  
\$\_\_\_\_\_ Weeknight Facility Rental: \$12 per guest (25 guest minimum or \$300)      The \$250 security deposit will be forfeited if the facility and/or other spaces are left in unsatisfactory condition. \_\_\_\_\_ (initial)\*  
(After 5 p.m.)  
\$\_\_\_\_\_ PA System: \$110

Additional Hours at \$50/hour: \_\_\_\_\_  
\$ \_\_\_\_\_

TOTAL CHARGES: \$ \_\_\_\_\_      METHOD OF PAYMENT:  
Cash \_\_\_\_\_ Check \_\_\_\_\_ Charge \_\_\_\_\_

DEPOSIT PAID: \$ \_\_\_\_\_ DATE DEPOSIT PD \_\_\_\_\_

BALANCE DUE: \$ \_\_\_\_\_ DATE BALANCE PD \_\_\_\_\_

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## **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
- The renter must schedule an appointment with the museum director to create a sketch for the placement of planes, tables, chairs and other equipment at least three weeks prior to the rental date.
- Equipment (Aircraft/Props) will be arranged by OFM personnel before or during the designated set-up time.
- Tables, chairs and other event items are set up by the renter or private group not OFM personnel.
- 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 gift shop cases may not be used as a bar and will be closed.
- The Renter shall be responsible for any damage to the cases or the merchandise inside the gift shop.

### **Ramp**

- Access to the outside of the airport side is restricted.
- The museum will not provide tables or chairs for outdoor use; this applies even when a tent is being used.

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*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 must be approved by the Event Coordinator.

Because the Museum is an educational and charitable institution and requires protection of the objects displayed in the building itself, the Museum reserves the right to refuse to make its facilities available to a prospective renter for any use it deems inappropriate.

### **Layout**

\_\_\_\_\_ Renters are required to schedule an appointment with Museum staff at least three weeks in advance of event to create a layout. Renters may request additional planes to be displayed in hangar at the time of their event during appointment. There is no guarantee that any plane will be available at the time of your event. Poor weather conditions prevent planes from being moved from their stationary positions. This may cause your planned layout to change.

### **Alcoholic Beverages**

\_\_\_\_\_ If the Renter plans to serve alcohol at the event, the Museum must approve all plans and circumstances under which it 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 shall be responsible and liable for all damages arising out of the use of alcoholic beverages at its event. Renter specifically agrees to take whatever steps may be necessary to ensure that alcoholic beverages are not served to minors at its event. Museum staff reserves the right to halt alcohol service and consumption. Should alcohol continue being served, Renter forfeits all deposits and must pay for any damages incurred.

### **Guest List**

\_\_\_\_\_ Three days prior to the event, the Renter must submit the number of expected guests to the Museum. A confirmed number of guests must be submitted to Museum staff 24 hours before the event.

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### Smoking

\_\_\_\_\_ Smoking is prohibited throughout the hangar and ramp areas. Smoking is allowed outside at the front of the museum. Any trash left on the ground and not placed in appropriate smoking receptacle will result in no security deposit refund.

### Damages

\_\_\_\_\_ Any type of damage to Museum property or equipment is to be reported immediately to Museum employee at the event. 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 (caused by Renter or Renter's guests). Further, the Renter assumes ALL responsibility of damage to any part of the facility or its contents as a result of their guest, caterer, or service professional.

### 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 with the exception of service animals.

- 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. (You can use gaff tape.)**
- **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 their appearance. Museum décor will not be moved under any circumstances. All décor items and placement thereof must meet all fire and safety codes.

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### **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. Olympic Flight Museum does not include a commercial kitchen space. Renter is required to provide drinking water. Barbecuing must be approved at the time of reservation appointment. On-site cooking must be manned at all times. There are many items that may damage an artifact or put displays at risk, therefore: the Museum assumes the right to refuse any or all items proposed on the menu.

### **Delivery & Storage**

\_\_\_\_\_ The Museum does not provide storage for events. Delivery of any items shall be scheduled for the day of the event or the following morning, and pick-up of the items shall be scheduled immediately following. If any items are not picked up prior to noon the following day, a penalty of \$50.00 per hour will be assessed for not complying with this requirement unless prior arrangements have been made with Museum staff.

### **Liability**

\_\_\_\_\_ The Renter shall be responsible for all injury and/or damage 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 Museum facilities. The Renter further assumes the obligation to indemnify and hold harmless the Olympic Flight Museum, its trustees, officers, agents and employees 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 responsibility of damage to any part of the facility or its contents as a result of their guest, 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 Museum 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.

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### **Setup**

\_\_\_\_\_ Renter is responsible for coordinating event setup which includes tables, chairs, buffet tables, welcome/registration tables, flower arrangements, décor, and any additional lighting. Museum staff will setup podium and electrical distribution of extension cords should Renter choose to rent PA system. Renter may choose to include additional day of rental prior to event but may only utilize facility the day before the event itself, which will incur additional charges. Setup may gain access to the Museum via the front entrance and/or the break room garage door. Museum cleaning may occur during setup, including: floor mopping, artifact rearrangement, dusting, restroom restocking 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 within 1 hour. Failure to comply will result in additional charges based on staff after-hours accrued. Cleaning includes and is not limited to: clean tables, stacking chairs on carts, mop, décor removal and 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 Security deposit will be applied to total invoiced to Renter. This fee may be increased due to the amount of work or number of attendees for any given event.

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### **Music**

\_\_\_\_\_ 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 is permitted to operate museum system. The Museum allows DVD's, CD's, records, AM/FM radio, iPod and USB drive and must be coordinated in advance. Using personal phones for music through Museum PA system is prohibited. Musical equipment requiring electrical connections of voltage higher than the normal 110V receptacle will not be permitted in the Museum. Use of high-powered stereo equipment, including sub-woofers, is strictly prohibited. Due to close proximity to 24-hour Airlift Northwest facility, the Museum reserves the right to enforce reduced noise during event. If noise is not reduced, the event will be terminated immediately. Please note that the Renter is responsible for any applicable licenses for live or recorded music to be performed (ASCAP requirement).

### **Cancellation**

\_\_\_\_\_ Fifty percent (50%) of the rental fee shall be forfeited should the Renter cancel its event within two weeks prior to the scheduled date of the event. One hundred percent (100%) of the rental fee shall be forfeited should the event be canceled 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 impossible 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.

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### Failure to Comply

\_\_\_\_\_ It shall be 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 invalid and deposit monies will become property of the Olympic Flight Museum.

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I have 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.

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(Applicant Signature)

(Nikka Hollonsyde)

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(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 TWO WEEKS Prior To Your Event.

07/2021

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