



FACILITY RENTAL REQUEST FORM

Thank you for considering Planes of Fame Air Museum as the venue for your event.

Please fill-in this form, then save as file and email it as an attachment to:

harry.geier@planesoffame.org and lynn.ragone@planesoffame.org

Or print it out and fax to: (909) 597-4755 Attn: Harry Geier/Lynn Ragone

You will be contacted by a Planes of Fame representative as soon as possible to discuss facility availability and answer any questions you may have.

We look forward to working with you to ensure your event is delightful.

Contact Name: _____

Event Type: _____

Event Date: _____ Start Time: _____ End Time: _____

Total adults attending: _____ Total children attending: _____

Phone: _____ Email: _____

PRICING

Facility Rental: Maloney Hangar rental fee, which includes an outdoor atrium and beautiful spacious restrooms, is as follows:

- **Up to 100 persons \$1,775.00** (includes up to Qty: 100 chairs, Qty: 13 five-foot diameter 'round' tables and Qty: 5 six-foot by 30-inch banquet tables at no additional charge.)
- **Up to 200 persons \$2,250.00** (includes up to Qty: 200 chairs, Qty: 25 five-foot diameter 'round' tables and Qty: 7 six-foot by 30-inch banquet tables at no additional charge.)
- **Up to 300 persons \$2,750.00** (includes up to Qty: 300 chairs, Qty: 38 five-foot diameter 'round' tables and Qty: 7 six-foot by 30-inch banquet tables at no additional charge.)
- Theater (45 seats) and Aviation Discovery Center rental fee is \$1,000.00
- Estimates of custom arrangements are available upon request.

If you are using the Museum's chairs and tables, please provide a diagram showing your required table and chair arrangement at least one week prior to the event date and the Museum will arrange them to your requirements in advance (use of the Museum's chairs and tables includes setup and teardown).

Typical seating arrangement is eight seats per five-foot table. We can accommodate up to a maximum of 320 guests for a seated meal.



PRICING (con't)

Additional Table and Chair Rental: Rental fee includes setup and tear down of tables and chairs.

- 60-inch Round Tables \$8.50 each
- Chairs \$1.25 each
- 72-inch by 30-inch Banquet Tables \$7.50 each

POLICIES

- **Hard alcohol:** If you are planning to serve hard alcohol at your event, there will be an additional \$500 charge for security. If you would like to provide security, the charge will be waived. The security company must be licensed and bonded and add Planes of Fame Air Museum as additional insured to their insurance policy. You will be required to obtain an alcohol permit from the City of Chino if you have over 250 attendees.
- Planes of Fame Air Museum is not responsible for any accidents, injuries, or for damages incurred during the use of our facilities.
- Planes of Fame Air Museum reserves the right to amend these terms and conditions.
- Planes of Fame Air Museum is providing a venue for your special occasion; the Museum is not your event coordinator.
- All outsourced vendors must coordinate with Planes of Fame Air Museum event staff prior to arrival.
- Full Payment must be received at Planes of Fame Air Museum a minimum of one week prior to the scheduled event date.
- Absolutely NO SMOKING or OPEN FLAME inside the Planes of Fame Air Museum hangars.
- Planes of Fame Air Museum reserves the right to refuse service to anyone for any reason.
- Planes of Fame Air Museum provides no direct catering, but the Museum is able to suggest preferred providers for your event.
- A non-refundable \$500 deposit is required with a signed contract in order to secure the time and date of the event. The deposit will be deducted from your final bill.

Notes or Questions:

Thank you for your interest in the Planes of Fame Air Museum Facility in Chino, California!

Contact: **Harry ‘T’ Geier**, Director of Marketing and Development
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 harry.geier@planesoffame.org; website: **www.planesoffame.org**