



FACILITY RENTAL PRICING & POLICIES

BASE PRICING:

- **Saturday:** \$2900 for up to 100 guests. \$5 each additional guest up to 300. Janitorial fee \$250
- **Friday or Sunday:** \$2400 for up to 100 guests. \$5 each additional guest up to 300. Janitorial fee \$150
- **Weekday breakfast or lunch events/meetings:** \$1500 for up to 100 guests. \$5 each additional guest up to 250. Janitorial fee \$150

Friday, Saturday and Sunday events may begin at 4:30pm. Set-up may begin at 2:00pm. Typical seating arrangement is eight seats per five-foot table. We can accommodate up to a maximum of 300 guests for a seated meal. Estimates of over 300 guests and custom arrangements are available upon request. Set up and tear down of Museum tables and chairs is included in any package.

Deposit: A \$750 is required **to secure your date.**

Upon successful completion of the event and clean-up and out of facility by agreed upon time, the deposit will be returned by check within 14 days. ***The deposit will not be refunded if the event is cancelled.***

GENERAL:

- You may bring in a caterer of your choice at no extra charge. We also have contact information for caterers, party rental, event planners, etc., that our facility renters have used with great success for past events.
- **We do not provide catering and table covers (linens).**
- All outsourced vendors must provide proof of insurance and coordinate with Planes of Fame Air Museum event staff prior to arrival.
- Payment in Full must be received at Planes of Fame Air Museum a minimum of 2 weeks 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.



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General Liability Insurance: The User must provide proof of \$1 million liability insurance coverage for scheduled events. All insurance shall be at the User's expense. Planes of Fame Air Museum, Board of Directors, Staff, Employees and Volunteers shall be included as additional insured on the Users insurance policy.

If alcohol will be consumed, User must provide a copy of a Certificate of Insurance that includes "Liquor Liability" with limits of at least \$1 million per occurrence; this is in addition to the above General Liability Insurance.

Indemnification and Hold Harmless: The User agrees to indemnify, defend, and hold harmless Planes of Fame Air Museum, Board of Directors, Staff, Employees and Volunteers from all cost and expense resulting from any claims, suits, or liabilities of any kind, including attorney fees, arising from or purporting to arise from the conduct, activity, or any other transaction involving User, its guests, invitees, or any other person on the Planes of Fame Air Museum premises at the request or invitation of the User or User's guests or invitees.

Alcoholic Beverages: The consumption of alcoholic beverages is allowed up to 240 persons. Beer, wine, and champagne are allowed at no extra charge. All alcoholic beverages must be served by a server. There is no self-serve alcohol allowed.

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 by the City of Chino and add Planes of Fame Air Museum, Board of Directors, Staff, Employees and Volunteers as additional insured to their insurance policy.

(Alcoholic Beverages:) The user will be required to obtain a Special Event permit from the City of Chino and a Daily License from the ABC if there will be over 249 attendees and alcohol is served. **The process is a 45-day process.** When alcohol is involved, the User shall comply with all liquor laws and regulations.

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

Contact: **Karen Y. Hinton**, Event Venue Coordinator, karen.y.hinton@planesoffame.org

Direct: 909.597.7576

Website: www.planesoffame.org

Facebook: <https://www.facebook.com/PlanesofFameEventVenue>