

## **Patuxent River Naval Air Museum Facility Rental Policy and Agreement**

The Patuxent River Naval Air Museum Association (PRNAMA) has several facilities available for rent. Because of the uniqueness of the collection and facility, PRNAMA does not allow any activity or event that may result in damage or disturbance to the collection or facility. All activities, events or entertainment at the museum must be appropriate for the facility and be approved in advance by PRNAMA. The Renter must meet with the PRNAMA Events Coordinator to walk through the venue to discuss logistics, floor plans, deliveries, and facility concerns prior to the event.

### **Prohibited Events**

- Political fund-raising events.
- Events that, in the opinion of the PRNAMA, may present a risk to the public, rental facility, or exhibits, or may be, in the opinion of PRNAMA, an inappropriate use of the facility.

### **Payments**

A copy of the completed contract, with any requisite event support documents, must be provided to the Museum. Requests qualify for and are granted a guaranteed reservation when a completed event contract has been received at the Association office and approved, and the event rental deposit, in the amount of \$100, has been received and processed with a valid credit card.

Renters can deliver completed event contracts to the Museum in person, by mail, or by e-mail attachment. Renters may pay the balance due with cash, check, or MasterCard/Visa after the receipt of the \$100 deposit is processed with a valid credit card.

Upon receiving the contract and deposit, the Events Coordinator signs the Rental Agreement and then returns a copy to the renter by. **Payment in full is required one week prior to the event.**

### **Cancellation Policy**

The \$100 deposit is non-refundable. Any additional payment received is refundable, less the deposit, if notice of cancellation is made *no later than seven (7) days prior to the event.*

### **Liability Insurance**

The Renter is responsible for any and all damage to the premises, equipment or property and will be held liable for all actions, behavior and damages caused by event attendees. Applicants requesting facility use for receptions, banquets, parties, and similar events are required to provide an original copy of the caterer's certificate of insurance (COI) providing public liability and property damage insurance in an amount not less than \$1,000,000 per occurrence and naming the PRNAMA as additional insured. Proof of liability insurance is required and due 30 days prior to your event.

### **Indemnity**

In addition, the Renter agrees to indemnify and hold harmless the PRNAMA, its offices, employees, and staff working on its behalf, from any and all claims, actions, suits, costs, damages and liabilities resulting from breach of this agreement, negligent actions, or omissions or willful misconduct, of the Renter and the Renter's guests, invitees, agents and sub-contractors.

### **Planned Activities During Rental Period**

PRNAMA retains the right to control activities of the Renter and Renter's guests in order to protect the museum facilities, exhibitions, and collections from harm. Due to strict conditions affecting the environment of the collections, PRNAMA controls the use and location of props and decorations such as spotlights, audio/visual equipment, displays, banners, ice sculptures, etc. The use of nails, staples, and the

like on the walls of the museum is strictly prohibited. PRNAMA does not allow the use of open flames including candles, gas burners, or propane inside any PRNAMA building (sternos for catering are allowed if catering staff are supervising the sterno use).

Prior permission is required for each event to serve food and beverages; to bring in special equipment or decorations, to operate museum equipment; to change the location of existing fixtures or furnishings, or to enter or exit museum facilities other than through the main entry. There is no eating or drinking except in designated areas.

To protect the facility and museum collection and to ensure continued availability of the museum as an event space:

- Smoking is not allowed in the Museum or on Museum property.
- Helium balloons may not be used anywhere in the museum.
- Attachable decorations such as banners and streamers may not be used anywhere in the museum's property.
- Confetti, glitter, rice, birdseed, or loose flower petals, etc., may not be used.
- The Museum reserves the right in its sole discretion to disapprove the use of musical groups and the location thereof anywhere on the museum's property.
- Exceptionally loud music is not permitted and will be monitored.

By hosting or participating in an event at the museum, you and your guest have given permission for any photographs or videos taken to be used in the PRNAMA publications.

#### **Patuxent River Naval Air Museum Image Usage**

The Executive Director must be consulted on and approve the use of any image of the museum. All printed materials for an event in the form of invitations, programs, posters, promotional materials, and sample text, must be submitted to the museum Executive Director for approval. Final copies of all printed event materials must be given to the Events Coordinator or Executive Director prior to full printing and production.

#### **Deliveries and Pick-Ups**

Deliveries to the museum relating to the scheduled event may take place no sooner than 24 hours before the event and must be picked up within 24 hours after the event. Access to the facility must be arranged in advance in order to assure security clearance and space availability.

#### **Parking**

The Renter and Guests may utilize the parking area designated for the museum during the time of the event.

#### **Set-up and Dismantling of Event**

***Event set-up and break-down are the responsibility of the Renter.*** Breakdown and clean up must be completed within one hour of the end of the event. Any additional materials required for a private event, including any extra chairs and tables, must be approved by the Museum staff. The Renter is ultimately responsible for property belonging to the Renter's invitees, guests, agents and subcontractors.

At the conclusion of the event, Renter is responsible for dismantling and removing all event related equipment brought into the museum and restoring the museum to pre-event condition. Chairs and tables must be returned to their original configuration/storage. All food and beverages must be removed from public areas. Renters must place all refuse in trash receptacles and remove trash to designated areas. The Renter or designated contact person must stay at the Museum until the event is cleaned up and the

necessary actions to restore the facility to its original configuration are completed. PRNAMA staff will conduct an inspection of the premises with the Renter at the conclusion of the event.

### **Security/Cleaning**

Renters are required to abide by all of the security regulations of the museum. This means not touching, moving, or in any way handling objects installed in the exhibition galleries.

Based on expected attendance, the PRNAMA will assign as many guards or other personnel as necessary to maintain the required degree of safety and protection during each function. These assignments will be made at the sole discretion of the Association. All costs associated with security and cleaning (to include any excessive clean-up costs) will be the responsibility of the Renter and billed accordingly. Facility occupancy limits must not be exceeded.

The PRNAMA reserves the right through its officers and employees to eject any person or persons from any portion of its facilities for good cause. The Renter hereby waives any right or claim for damages against the PRNAMA or any of its employees or officers resulting from such exercise of PRNAMA's authority through its employees and officers.

### **Simulator Use**

For events scheduled to be held in the Flight Technology Hall on days of normal Simulator Experience operation (Saturday/Sunday), the renter may ask for a temporary pause in simulator operations *when requested in advance*. Requests for closure of the Simulator Experience portion of the Hall must be made at the time of the execution of the Rental Contract. Simulator operations may be conducted before and/or after the event's scheduled time.

### **Catering**

All catering arrangements and expenses are the responsibility of the caterer. Alcohol may be served at private events. The Renter must provide a licensed bar caterer and is responsible for meeting all rules and regulations governing alcohol service. The disorderly use of alcohol or service to minors will not be tolerated. No alcohol may leave the premises of the museum facility.

### **Force Majeure**

If the event is rendered impossible or infeasible by destruction or damage to the facility, or by any act or regulation by any governmental body, civil tumult, strike epidemic, condition of war or any other condition determined by the PRNAMA to represent or constitute a threat to the safety of the public or intended audience or facilities, including but not limited to, the then current status of the state or federal alert systems, it is understood and agreed this agreement shall be cancelled and that there shall be no claim for damages by either party to this agreement. Should the event be canceled through a Force Majeure event, all fees paid by the Renter to the PRNAMA will be returned to the Renter or the fees may be used for a future event.

### **PRNAMA Facility Rental Fees**

#### **Test and Evaluation (T&E) Hall Rental**

T&E Hall events must be scheduled outside of museum operating hours unless authorized by the Executive Director. Event set-up during museum hours must be arranged with staff in advance.

Four (4) hour event, including set-up and break-down.

Includes use of all equipment (tables, chairs, podium, screen, etc) owned by the Museum.

- Renter must place a request for equipment within 48 hours of the event.
- All set-up and breakdown will be the responsibility of the Renter (Exception: Museum staff will set-up projector screen and podium, if used).

Additional event time will be charged in 2 hour increments.

\$1500	4 hour event (including set-up/break-down)
\$ 500	Each additional 2-hour block of time
\$ 200	Theater rental (flat fee)

#### **Flight Line Rental**

Four (4) hour event, including set-up and break-down.

Includes use of all equipment (tables, chairs, podium, screen, etc) owned by the Museum.

- Renter must place a request for equipment within 48 hours of the event.
- All set-up and breakdown will be the responsibility of the Renter.

Includes access to exterior electrical outlets (extension cords are the responsibility of the Renter).

Includes access to T&E Hall restrooms.

Additional event time will be charged in 2 hour increments.

\$1000	4 hour event (including set-up/break-down)
\$ 500	Each additional 2-hour block of time
\$ 200	Theater rental (flat fee)

#### **Flight Technology Hall Rental**

Four (4) hour event, including set-up and break-down.

Includes use of all equipment (tables, chairs, podium, screen, etc) owned by the Museum.

- Renter must place a request for tables, chairs, and other equipment within 48 hours of the event.
- All set-up and breakdown will be the responsibility of the Renter (Exception: Museum staff will set-up projector screen and podium, if used).

Additional event time will be charged in 2 hour increments.

\$ 500	4 hour event (including set-up/break-down)
\$ 200	Each additional 2-hour block of time
\$ 200	Classroom/Conference Room (flat fee).

**Special Considerations**

**Non-Profit Rate**

PRNAMA will offer a discount of 1/3 of the rental fees to **documented** non-profit organizations.

**Military Ceremonies: Retirement and Commissioning**

Military Ceremonies will not normally be scheduled in the Test and Evaluation Hall during museum hours due to limited space and seating arrangements. Military ceremonies may be scheduled in the Technology Hall during museum hours. Any Military Ceremonies held in the Test and Evaluation Hall outside museum operating hours will be charged at the regular facility rental rates (pg. 4).

<b>Military Ceremonies E7 and above</b>	
\$300	Four (4) hour event (includes set-up and break-down)
\$100	Each additional hour
<b>Military Ceremonies E6 and below</b>	
\$150	Four (4) hour event (includes set-up and break-down)
\$ 50	Each additional hour

**Conference Room/Classroom**

The conference/classroom located in the Technology Hall is available to rent for meeting space or small gatherings. The room is equipped with a modular table, chairs, and limited AV equipment for presentations as well as a white board.

\$100 Per hour

**Theater**

The Theater located in the Test & Evaluation Hall is available to rent on a limited basis, at the discretion of Museum staff. NO food or drink may be consumed in the Theater.

\$100 Per hour

**Car Clubs – Flight Line**

Clubs will only be hosted on Saturday and Sunday from the first weekend in April to the last weekend in October. Max of 30 cars.

- All vehicles will be granted early access to the Flight Line, 30 minutes prior to the museum opening for parking purposes.
- All engines must be off by 10:00am.
- Clubs will be allotted a 3-hour block of time.
- All vehicles must leave at the same time unless discussed with museum staff.
- Clubs will be provided with a private tour of the museum.
- Flight simulator time available for an additional flat rate, must be arranged before scheduled tour.

\$20 Per vehicle

**PRNAMA Facility Rental**

Organization \_\_\_\_\_ Event \_\_\_\_\_

Event Date \_\_\_\_\_ Event Time \_\_\_\_\_ No. of Attendees \_\_\_\_\_

Rehearsal Date \_\_\_\_\_ Rehearsal Time \_\_\_\_\_

Set-up Date \_\_\_\_\_ Set-up Time \_\_\_\_\_

**Event coordinator/point of contact**

\_\_\_\_\_  
(name) \_\_\_\_\_ (email address) \_\_\_\_\_

\_\_\_\_\_  
(daytime phone) \_\_\_\_\_ (cell or evening phone) \_\_\_\_\_

**Catering**

Caterer name: \_\_\_\_\_ Caterer phone number: \_\_\_\_\_

Caterer email address: \_\_\_\_\_ Caterer walk-through: \_\_\_\_\_

*Please note: A copy of the caterer's insurance certificate must be attached to the completed and signed event request document unless already on file in the Museum office.*

Fees (base rate)	\$ _____
Additional rental time	\$ _____
Add-ons (theater, conference room, simulators)	\$ _____
Subtotal	\$ _____
Less non-profit discount (if applicable)	\$ _____
<b>Total Rental Fees:</b>	<b>\$ _____</b>

*Initials of the Renter* \_\_\_\_\_

**Payment Policy:** A non-refundable deposit of \$100 is required to reserve the space, with valid credit card. All rental fees *must be paid in full no less than one week prior to the event.* Unless other payment has been received, the card on file will be charged the balance due seven (7) days prior to the event.

*Initials of the Renter* \_\_\_\_\_

**Cancellation policy:** Any rental payment received is refundable, less the deposit, if notice of cancellation is made *no later than seven (7) days prior to the event.*

*Initials of the Renter* \_\_\_\_\_

**SPECIAL NOTE:** For events scheduled during operational days of our Simulator Experience (Saturday/Sunday): Client wishes to **ALLOW / SUSPEND** use of simulators by the public for the duration of the scheduled event. Normal operations will take place before and/or after the event.

*Initials of the Renter* \_\_\_\_\_

**Authorization**

The person(s) signing the Agreement on behalf of the parties each warrant that they are authorized to make agreements and to bind their principals to this Agreement.

**I have read the terms and conditions listed above and agree to be in full cooperation with all stipulations for reserving the Patuxent River Naval Air Museum for a private event.**

**Event Coordinator or Contact Person**

**PRNAMA Association Representative**

\_\_\_\_\_  
(printed name)

\_\_\_\_\_  
(printed name)

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(signature)