



1652 N. Main Street  
Urbana, OH 43078  
937-652-4710

**Event and Facility Use Agreement**  
Contact Jessica Henry  
jessica.henry@champaignaviationmuseum.org

Please understand the following:

- 1) We are not a standard banquet facility. Our Museum houses operational airplanes, historic items, and a B-17 restoration. Aircraft maintenance and restoration work is always being done in and around the facility. Every effort will be made to accommodate your group, but safety comes first.
  - a) No open flames in the hangar. Only electric heaters may be used in the hangar.
  - b) The Museum has objects in the work area that may poke you, trip you, cut you, and burn you. Also, oil is a constant presence on the hangar floor as it drips from the radial engines and creates a potential slip hazard. We do our best to reduce these dangers, but they are real, and your group enters at their own risk.
  - c) Re-arranging aircraft or maintenance work to accommodate a better event layout may not be possible. Visitors, Volunteers, and Museum staff will be in the building during your event, especially if the event occurs during normal Museum hours (Tues – Sat 10am-4pm).
  - d) Free parking is available in the Museum parking lot and in the grass along the Museum driveway. You may load/unload through the hangar doors with Museum personnel supervision. **Parking is not permitted on the ramp or the grass behind the Museum.**
- 2) We do not have staff like at a banquet hall, thus you are responsible for your event set-up and tear-down. **Set-up must occur the day of your event and may be subject to Museum operations. Tear-down and clean-up must occur directly after your event ends.** All trash must be collected in bags and disposed. Food/trash on the floor must be swept up and bagged.
- 3) We have a few tables and chairs which you may use at no cost, but you must set them up and take them down. We do not have linens, tableware, or any food service type items. A breakroom with a sink, microwave, refrigerator, and counter space is available at no cost, but must be left clean if used.
- 4) **Rental: \_\_ Central area of Hangar, up to 450 people: \$850 - \$2,000/day (based on event needs)**

**\_\_ Library/Conference Room, up to 60 people: \$200/day**

Options you may add at additional cost (all items depend on scheduling and availability):

Museum hires a cleaning crew for tear-down and clean-up: \$250

B-25 Bomber cockpit and nose open for tours during event: \$250

B-25 Bomber Fly-Over (daylight hours, weather permitting): \$1,500

- 5) Non-refundable deposit of \$200 for the Hangar **OR** \$50 for the Library/Conference room is required to hold a date. Special requests must be approved in writing prior to the event.

**6) Full remaining payment must occur prior to the event.**

Group Name \_\_\_\_\_ Event Date \_\_\_\_\_

Contact Name \_\_\_\_\_ Phone \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Email \_\_\_\_\_

Museum Approval \_\_\_\_\_ Date \_\_\_\_\_