



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

Event and Facility Use Agreement
Contact Jessica Henry
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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.
- 2) **No open flames in the hangar.** Sterno serving dishes must be used in the kitchen or library areas only. Electric heaters may be used in the hangar.
- 3) 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.
- 4) **Re-arranging aircraft or maintenance work to accommodate a better event layout or appearance 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 (Tuesday – Saturday 10am-4pm). It is likely that the Museum's aircraft will be in various states of restoration and maintenance on your event date. **We cannot re-assemble aircraft for your event.**
- 5) **The Museum hangar is only available for after-hours rental events.** Museum Volunteers and Staff will be actively riveting and working on aircraft until 4pm each day. This work can be very loud.
- 6) 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. **Per airport regulations, long-term parking is not permitted on the ramp or the grass behind the Museum.**
- 7) **First Aid Kit and AED Defibrillator are located near the restrooms in the Restoration Workshop.**
- 8) We do not have staff like at a banquet hall, thus you are responsible for your event set-up and tear-down. Ladders are available for your event set-up if needed. Please find Museum Staff or Volunteers if you need a ladder. **Do not stand on the top rung of the ladder. 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.** Museum trash cans and trash bags are available for your use; however, you must gather your filled trash bags and dispose of them after your event in the airport dumpster located outside the Airport Café.

9) We have eighteen (18) 60" round tables, fifteen (15) 6' banquet tables, and 120 assorted-style chairs which you may use at no cost, but you must set them up and take them down yourself. We do not have linens, tableware, or any food service items. A breakroom with a sink, microwave, two refrigerators, and counter space is available for your use but must be left clean.

10) **Your total rental fee must be paid-in-full at least one (1) week prior to your event date. You will not be permitted to hold your event at the Museum without the full payment being received in advance.**

11) **Rental Fees: __ Central area of Hangar (up to 450 people): \$1,000 - \$2,500/day**

(The hangar rental fee is established individually based on your specific event needs and size)

__ Library/Conference Room (up to 60 people): \$250/day

Options you may add at an 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

12) **Non-refundable deposit of \$200 for the Hangar OR \$50 for the Library/Conference room is required to hold a date. Your remaining rental balance must be paid-in-full at least one (1) week prior to your event date.**

Group Name _____

Contact Name _____

Phone _____ Email _____

Event Date _____

Event Start Time _____ Event End Time _____

Contact Signature _____ Date _____

Museum Staff Signature _____ Date _____