

# warhawk air museum

201 Municipal Drive, Nampa ID 83687

208 - 465-6446



## *Facility Use Fees*

**ALL FEES APPLY FOR PRIVATE FUNCTIONS ONLY  
ALL FEES ARE FOR UP TO 200 PEOPLE MAXIMUM,  
OVER 200 IS AN ADDITIONAL \$8 PER PERSON**

### **Display Area:**

- Daytime (10:00 – 4:00) weekdays- \$250 per hour 1-3 hours. The museum will remain open for normal business.

- **Six hour evening event, including set up and take down:**

Profit organization or individual - \$1800.00

**Additional hours or any portion of rated at \$250/hour.**

- **Six hour evening event, including set up and take down:**

Non-Profit organization - \$1500.00

**Additional hours or any portion of rated at \$200/hour.**

- **Four hour evening event, including set up and take down:**

Profit organization or individual - \$1500.00

**Additional hours or any portion of rated at \$250/hour.**

- **Four hour evening event, including set up and take down:**

Non-Profit organization - \$1300.00

**Additional hours or any portion of rated at \$200/hour.**

### **Conference Room:**

**For-Profit:** \$17.00 per person for minimum 1 hours (includes museum self-guided tour); additional hours are \$55.00 per hour.

**Non-Profit:** \$15.00 per person for minimum 1 hours (includes museum self-guided tour); additional hours are \$50.00 per hour.



## *Facility Use Fees Continued...*

**The museum is rented with all displays in place. The need for displays to be relocated must be approved by museum staff. At the discretion of the museum director, an extra charge of \$75.00 per hour may be charged for museum staff to move displays prior to the event and to return displays to original locations at the end of the event. Estimated time for moving displays will be provided on request.**

### **Deposit:**

A refundable reservation/cleaning deposit of \$500.00 is required when the Facility Use Contract is signed (at least four weeks prior to the event). When the deposit of \$500.00 is paid, your reservation will be confirmed on the calendar. Deposits are **not** part of the rental fee; it is a security and cleaning deposit to secure date and will be held until after the event in case of damage to the museum. **A deposit is not a down payment toward your rental fees.** This fee applies to events of three hours in length or more.

- Two weeks prior to event date, a 50% facility-use deposit is required, or the event will be cancelled. This deposit will apply toward your rental fee.
- As a non-profit foundation, special events help earn operating income, thereby expanding our educational efforts, as well as introducing new audiences to the museum. Because we are a museum, charged with preserving the integrity of our collection, we ask our clients, and all parties hired by our clients, to follow the museum's guidelines for special events.

# Warhawk air museum

201 Municipal Drive, Nampa ID 83687

208 - 465-6446



## *Experience An Era*

At the Warhawk Air Museum, you can plan your special event, against the nostalgic backdrop of the American history as it existed during WWII and the Cold War era. No other rental facility in the area offers more interesting or inspiring surroundings. Experience the patriotism from the home front and the bravery of those who fought on fronts around the world.

The Warhawk Air Museum is the perfect setting for fund-raising events, holiday parties, birthday parties, memorial services, receptions, awards dinners or any other event in which an interesting and impressive location is important.

Get up close and personal with vintage airplanes. See two of only a few remaining Curtiss P-40 WWII fighter planes left in the world. These airplanes were used in the epic film Pearl Harbor. Also enjoy viewing other very rare WWI and WWII, Korea, and Vietnam airplanes, equipment, and memorabilia that represents our veterans' stories and the homefront during the 1940's, 1950's and 1960's.

We offer easy access off 1-84, bus and automobile parking, 35,000 sq. ft. of exhibit space, handicap access, an extraordinary gift shop, meeting room, and a sound system for CDs with 40s music is available. Our maximum capacity varies with the event.

We welcome the opportunity to serve the community by allowing special-event use of the museum. To ensure the success of your even, we request there be only one contact person representing your group. Call 208-465-6446, to arrange a tour of our beautiful facility.

# warhawk air museum

201 Municipal Drive, Nampa ID 83687

208 - 465-6446



## Checklist

This checklist is designed for the documentation and protection of all parties entered into this contract and is considered binding. Completion and signature is required by both the renter and Museum staff, at the conclusion of an event.

Group: \_\_\_\_\_ Date: \_\_\_\_\_

Group Contact: \_\_\_\_\_

Time In: \_\_\_\_\_ Time Out: \_\_\_\_\_ Additional Hours: \_\_\_\_\_

Clean up: It is expected that the facilities are left in the same condition found upon arrival. Please use the following checklist for assurance:

- All food is removed from premises
- All floors/spills are cleaned
- Garbage is bagged and removed by renter
- Tables and chairs are cleaned and stacked neatly
- Kitchen is cleaned
- Additional materials brought in for the function are  
Removed from the premises

**Damages:** Groups renting the Museum facilities will be responsible for any damages incurred as a result of their rental. The amount for damages shall be equal to the cost of repair or replacement of items (as noted below) for both the facilities and any equipment. As the responsible and authorized party, the contact person for the group, noted on the reservation for rental, will be billed for any repair or replacement costs for damages.

Damages Report: \_\_\_\_\_

\_\_\_\_\_

No Visible Damages

\_\_\_\_\_  
Signature of Renter

\_\_\_\_\_  
Signature of Museum Staff

# warhawk air museum

201 Municipal Drive, Nampa ID 83687

208 - 465-6446



## *Museum Facility Use Request*

Name of Event: \_\_\_\_\_

Description of Event: \_\_\_\_\_

Day/Date of Event: \_\_\_\_\_ Time of Event: \_\_\_\_\_

Proposed # of Hours: \_\_\_\_\_ Proposed # of Guests: \_\_\_\_\_  
(Include set-up, tear-down and cleaning time.)

Sponsoring Organization: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip Code \_\_\_\_\_

Phone #: ( ) \_\_\_\_\_ Contact Person: \_\_\_\_\_

Is food to be served? Yes  No

If Yes, please describe (hors d oeuvres, dinner, etc.) \_\_\_\_\_

Caterer's Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

*I have read and understand the policies, as written in "Guidelines and Specifics." I agree to be bound by these terms and conditions, having sufficient power and authority to bind with my Signature.*

\_\_\_\_\_  
*Representative of sponsoring organization*

Approved     Denied    \_\_\_\_\_ 20\_\_\_\_  
Date

Staff working during function: \_\_\_\_\_

# warhawk air museum

201 Municipal Drive, Nampa ID 83687

208 - 465-6446



## Guidelines and Specifics

**The Warhawk Air Museum is first and foremost a museum.** If permission for use of this facility is granted, the function sponsor and associates and those attending the function are expected to respect the intent and purpose of this institution. The Museum reserves the right to cancel any event, two weeks prior to the event. It is understood by the function sponsor using the Warhawk Air Museum facility that the Museum and its directors will be held harmless for any and all actions arising out of the use of the museum's premises. Also, the function sponsor will assume all risks and responsibilities for those associated with or attending the function. The Museum reserves the right to remove any equipment or individuals who might cause harm to the public or the premises. **For 100 or more people, you will need to get a portable toilet, we recommend ABC Sanitation 467-0089.**

**Reservations are not confirmed until the Museum has received the following documents:**

1. A \$500 refundable deposit and a completed and signed Permission To Use Museum Facilities contract
2. A \$1,000,000 Liability Insurance Binder naming the Warhawk Air Museum additionally insured, must be provided to the Museum at least two weeks prior to the event.
3. The Museum Administrator must approve all documents. When approval has been granted, a copy will be sent to the function sponsor.
  - A) Two weeks before the function is scheduled, the function contact person, caterer, and person responsible for cleaning at the end of the event, will need to meet with the designated museum staff representative, so the building and equipment can be properly coordinated and all parties understand their responsibilities. At that time, half the rental fee is due and non-refundable, if the function is cancelled at any time past this point.
  - B) Those working and attending the function are not allowed to touch, handle or move any artifacts or exhibited material, in the Museum.
  - C) Nothing will be attached to the walls. Please consult with staff concerning decoration. If damage occurs, the sponsor will be responsible for costs of repairs.
  - D) The lessee is responsible for setting up, providing own garbage bags, all bar equipment and floor pads for bar containers if necessary, taking down, and cleaning the floors and carpet. Failure to leave the museum clean will result in loss of part or all deposit money. Tables and chairs will be stacked neatly in the designated area, and all rental equipment will be removed the next day before the museum's opening hour.  
Lessee will remove all trash. Charges will be assessed for spot cleaning carpet, if damage occurs. **Museum staff is available to clean floors and carpets after the event for an additional \$50.00 per hour. Lessee has the option to rent their own dumpster for the evening.**
  - E) No open flames, burning of candles, or incense is allowed in the museum. Sterno or alcohol Burners for chafing dishes are allowed.
  - F) Alcohol may be served by a licensed (State of Idaho) caterer. A no-host bar for a private free event can be served without a licensed caterer. Kegs are allowed with proper floor padding to prevent water leakage. ***If alcohol is served during any function at the Warhawk Air Museum, it will be at the sole responsibility and liability of the renting party. The Warhawk Air Museum assumes no Responsibility or liability for any actions arising from the serving of alcohol. If the alcohol is sold by the drink, at the function, then a caterer with an off- premises liquor license must be hired. By signing this agreement, the renting party agrees to and accepts the sole responsibility for any actions that arise from the serving of alcohol and the renting party will protect the Warhawk Air Museum and its directors from any legal actions due to the renter's decision to serve alcohol at their function.***
    - Additional charges will be assessed if equipment is rented from the museum.

\_\_\_\_\_  
Renter

\_\_\_\_\_  
Date

\_\_\_\_\_  
Warhawk Air Museum

\_\_\_\_\_  
Date

\* The museum will remain open to the public, when events are held during regular museum hours.

\* The Idaho State Tax Commission **MAY** require the Warhawk Air Museum to charge Idaho State sales tax of 6% on **CERTAIN** leases.