

# warhawk air museum

201 Municipal Drive, Nampa ID 83687

208 - 465-6446



## *Facility Use Fees*

### Display Area:

- Daytime (8:00 a.m. to 4:00 p.m.) weekdays - \$175/hour, 1-3 hours. **The museum will remain open for business, during its regular hours.)**
- Four-hour evening event, plus 1 hour to set up and 1 hour take down. (total time = 6 hours) Profit organization or individual - \$1500.00.  
**Additional hours rated at \$175/hour.**
- Four-hour evening event, plus 1 hour to set up and 1 hour take down. (total time = 6 hours) Non-profit organization \$1200.00.  
**Additional hours rated at \$140/hour.**
- Three-hour evening event, including set up and take down, profit organization or individual - \$750.00.
- Three-hour evening event, including set and take down, non-profit organization - \$650.00.

**Conference Room:** \$35/hour. Conference table with 12 chairs and kitchen facilities available. Does not include admission to the museum.

**Classroom:** \$45/hour. Audio Video Equipment available, with seating up to 30. Limited availability. Does not include admission to the museum.

**Deposit:** A refundable reservation deposit of \$300.00 is required when the Facility Use Contract is signed (at least four weeks prior to the event). When the deposit of \$300.00 is paid, your reservation will be confirmed on the calendar. Deposits are **not** part of the rental fee; it is a security 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. The 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.

201 Municipal Drive, Nampa Idaho 83687 • 208-465-6446 • FAX 208-465-6232

# 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.

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

1. A \$300 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.
  - Two weeks before the function is scheduled, the function contact person will need to meet with the designated museum staff representative, so the building and equipment can be properly coordinated. At that time, half the rental fee is due and non-refundable, if the function is cancelled at any time past this point.
  - Those working and attending the function are not allowed to touch, handle or move any artifacts or exhibited material, in the Museum, without the expressed consent of Museum administrators.
  - 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.
  - The user is responsible for setting up, 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 users will remove all trash. Floor will be mopped and carpets vacuumed and cleaned. Charges will be assessed for spot cleaning carpet, if damage occurs.
  - No open flames, burning of candles, or incense is allowed in the museum. Sterno or alcohol burners for chafing dishes are allowed.
  - Alcohol may be served by a licensed (State of Idaho) caterer. A no-host bar is acceptable if served by a licensed (State of Idaho) proprietor. No kegs are allowed. 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.
  - An additional \$3 per person fee will be charged to tour the museum, if the event is during operating hours.

\_\_\_\_\_  
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 requires the Warhawk Air Museum to charge Idaho State sales tax of 5% on all leases.

# 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: \_\_\_\_\_

Phone #: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Facilities Requested:  Display Area  
 Conference Room  
 Classroom

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

\_\_\_\_\_  
*Date*

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

# 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 disposed of in outside containers
- Tables and chairs are cleaned
- Kitchen is cleaned
- Additional materials brought in for the function are removed

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