

# The Aviation Museum of Kentucky, Inc.

## Event Rental Request

As a non-profit origination, special events help earn operating income for The Aviation Museum of Kentucky, thereby expanding our educational efforts as well as introducing new audiences to the museum. Because we are 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.

Sponsoring Name / Organization: \_\_\_\_\_

Address: \_\_\_\_\_

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

Contact Person: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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

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

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

Proposed # of Hours: \_\_\_\_\_ Proposed # of Guests: \_\_\_\_\_

Arrival Time: \_\_\_\_\_ Vacate Time: \_\_\_\_\_

*(Include set-up, tear-down, and cleaning time.)*

Food be served? Yes \_\_\_ No \_\_\_      Liquor be served? Yes \_\_\_ No \_\_\_

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

- Reservations are not confirmed until the Museum has received the following documents:
- A deposit and a completed and signed Museum Facility Use Agreement contract. A \$1,000,000 Liability Insurance Binder naming The Aviation Museum of Kentucky Inc. additionally insured, must be provided to the Museum at least two weeks before the event.
- No penalty for cancellation within thirty (30) days of the amount due, or as a result of an act of god; fifteen (15) days of the event a twenty-five percent (25%) cancellation fee based on the amount due; within five (5) days of the event a fifty percent (50%) cancellation fee based on the amount due.