

**STAFFORD AIR & SPACE MUSEUM**

3000 Logan Rd, Weatherford, OK

Phone: 580-772-5871

staffordmuseum.org

sydney@cityofweatherfor.com

Event Center Rental Request Form

Date Booked:	Setup Day:	Time:
Requested Date:	Event Time:	to
Requested Room:	Total Time:	

CONTACT INFORMATION

Contact Name:	Phone:
Bus./Org.:	Cell Phone:
Address:	
Email:	Event Name:

EVENT/ROOM DETAILS

Guest Attending:	Table Clothes	Yes	No	Black
How many tables?	** \$10/each	How many?		
Round (seats 8)	Kitchen Access:	Yes	No	
Long (seats 6-8)	Catering Service:	Yes	No	
	Caterer:			

Equipment Needed: (NO additional charge)

_____ 2-98" TVs & 2-65" TVs - with DVD or laptop hookups

_____ Bluetooth access

_____ Laptop - requires leaving driver's license with front desk during use

_____ Microphone _____ Other:

Requests to see museum free of charge?	Yes	Self-Guided	Guide (if avail.)	No
---	-----	-------------	-------------------	----

PAYMENT

Weekday (Monday-Thursday)	Before 5pm. - \$600 1/2 down = \$300	After 5pm. - \$750 1/2 down = \$ 375
Weekend (Friday-Sunday)	Before 5pm. - \$1000 1/2 down = \$500	After 5pm. - \$1200 1/2 down = \$600

museum members \$25.00 discount off***Additional fees for set-up day before event - see agreement***

Total Amount Due:

1/2 Down Amount:	Method:	Check	Cash	Credit Card
Payment Date:	Taken By:			
Payment in Full:	Method:	Check	Cash	Credit Card
Payment Date:	Taken By:			

How did you hear about us?

Booked by:

Notes:

Number in Attendance _____ Entered Adm POS _____
 Agreement Rc'd _____ Deposit _____ Confirmed _____ Pd in full _____