



STAFFORD AIR & SPACE MUSEUM

3000 Logan Road Phone: 580-772-5871
 Weatherford, OK 73096 Fax: 580-772-0498
 staffordmuseum.org

Explorers Room Rental Request Form

Date Booked:	Setup Time:
Requested Date:	Event Time:
Requested Room: Explorers Room	Event Name:

CONTACT INFORMATION

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

EVENT/ROOM DETAILS

Guest Attending:	Tables Cloths:	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	
(Max. Seating w/ tables = 100)	Caterer:			

Equipment Needed: (\$25 additional charge)

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

_____ Speakers - plug in with DVD or laptop

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

_____ Microphone _____ Other:

Requests to see museum?	Yes	No	Self-guided	Tour (if available)
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PAYMENT

Rental Fee:	Half-Day (up to 4 hours) \$250.00	Half-Day (4 hrs. after 5pm) \$350.00
	1/2 Down = \$125.00	1/2 Down = \$150.00
Rental Fee:	Full-Day (4+ hrs & before 5pm) \$400.00	Full-Day (4+ hours & after 5pm) \$550.00
	1/2 Down = \$200.00	1/2 Down = \$275.00
<i>*museum members \$25.00 discount off *</i>		

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: _____

Explorers Room Seating Capacity 100 with round and rectangle tables

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