



**STAFFORD AIR & SPACE MUSEUM**  
 3000 Logan Rd, Weatherford, OK Phone: 580-772-5871  
 staffordmuseum.org

## Explorers Room Rental Request Form

<b>Date Booked:</b>	<b>Setup Day:</b>	<b>Time:</b>
<b>Requested Date:</b>	<b>Event Time:</b>	<b>to</b>
<b>Requested Room:</b>	<b>Total Time:</b>	

### CONTACT INFORMATION

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

### EVENT/ROOM DETAILS

<b>Guest Attending:</b>	<b>Table Clothes</b>	Yes	No	Black
<b>How many tables?</b>	** \$10/each	How many?		
Round (seats 8) _____	<b>Kitchen Access:</b>	Yes	No	
Long (seats 6-8) _____	<b>Catering Service:</b>	Yes	No	
(Max. Seating w/ rd. tables = 120)	<b>Caterer:</b>			

**Equipment Needed: (\$25 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:

<b>Requests to see museum?</b>	Yes	No	Self-guided	Tour (if available)
--------------------------------	-----	----	-------------	---------------------

### PAYMENT

<b>Rental Fee Half Day</b> 4 hrs. or less	4 hrs. or less Before 5 p.m. - <b>\$250</b> 1/2 down = \$125	4 hrs. or less After 5 p.m. - <b>\$350</b> 1/2 down = \$175
<b>Rental Fee Full Day</b> more than 4 hrs.	4 hrs. or more Before 5 p.m. - <b>\$400</b> 1/2 down = \$200	4 hrs. or more After 5 p.m. - <b>\$550</b> 1/2 down = \$275

**Set-Up day before or day after event + \$75/day \*museum members \$25.00 discount off \***

**Total Amount Due:** \_\_\_\_\_

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

**How did you hear about us?** \_\_\_\_\_

**Booked by:** \_\_\_\_\_

**Notes:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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