



**STAFFORD AIR & SPACE MUSEUM**

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

## Gallery Rental Request Form

|  |                    |
|--|--------------------|
| <b>Date Booked:</b>                    | <b>Setup Time:</b> |
| <b>Requested Date:</b>                 | <b>Event Time:</b> |
| <b>Requested Room:</b> Stealth Gallery | <b>Event Name:</b> |

### CONTACT INFORMATION

|                      |                  |
|----------------------|------------------|
| <b>Contact Name:</b> | <b>Phone:</b>    |
| <b>Address:</b>      |                  |
| <b>Email:</b>        | <b>Bus./Org:</b> |

### EVENT/ROOM DETAILS

|                                |                          |                              |                             |                                |
|--------------------------------|--------------------------|------------------------------|-----------------------------|--------------------------------|
| <b>Guest Attending:</b>        | <b>Tables Cloths:</b>    | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Black |
| <b>How many tables?</b>        | (\$10 each)              | How many?                    |                             |                                |
| Round (seats 8)                | <b>Kitchen Access:</b>   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |                                |
| Long (seats 6-8)               | <b>Catering Service:</b> | <input type="checkbox"/> Yes | <input type="checkbox"/> No |                                |
| (Max. Seating w/ tables = 325) | <b>Caterer:</b>          |                              |                             |                                |

**Equipment Needed:** Audio & Video Equipment will have to rented from Outside Vendor

|           |   |
|-----------|---|
| <b>NA</b> | Projector Screen - with DVD or laptop hookups                         |
| <b>NA</b> | Speakers - plug in with DVD or laptop                                 |
| <b>NA</b> | Laptop - requires leaving driver's license with front desk during use |
| <b>NA</b> | Microphone  |

|                                |                              |                             |                                      |  |
|--------------------------------|------------------------------|-----------------------------|--------------------------------------|--|
| <b>Requests to see museum?</b> | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Self-guided | <input type="checkbox"/> Tour (if available) |
|--------------------------------|------------------------------|-----------------------------|--------------------------------------|--|

### PAYMENT

|                 |                                      |                                     |
|-----------------|--------------------------------------|-------------------------------------|
| <b>Half Day</b> | 4 hours before 5 p.m. - <b>\$300</b> | 4 hours after 5 p.m. - <b>\$450</b> |
| <b>Full Day</b> | Before 5 p.m. - <b>\$500</b>         | After 5 p.m. - <b>\$650</b>         |

\*museum members receive \$25.00 discount off each rate\*

|                          |                  |                                |                               |                                      |
|--------------------------|------------------|--------------------------------|-------------------------------|--------------------------------------|
| <b>Total Amount Due:</b> |                  |                                |                               |                                      |
| <b>1/2 Down Amount:</b>  | <b>Method:</b>   | <input type="checkbox"/> Check | <input type="checkbox"/> Cash | <input type="checkbox"/> Credit Card |
| <b>Payment Date:</b>     | <b>Taken By:</b> |                                |                               |                                      |
| <b>Payment in Full:</b>  | <b>Method:</b>   | <input type="checkbox"/> Check | <input type="checkbox"/> Cash | <input type="checkbox"/> Credit Card |
| <b>Payment Date:</b>     | <b>Taken By:</b> |                                |                               |                                      |

**How did you hear about us?**

**Booked by:**

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

**SASM has enough tables for 150 people. For larger groups Tables will have to be rented.**

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