



STAFFORD AIR & SPACE MUSEUM

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

Wedding Facility Rental

Date Booked:	Setup Time:
Requested Date:	Event Time:
Requested Room: Explorers or Stealth	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:

1 Day - \$650	2 Days - \$900	3 Days - \$1,150
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**museum members \$25.00 discount off **

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 - Stealth Gallery 300 Capacity

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