



1652 N. Main Street  
Urbana, OH 43078  
937-652-4710

## Event and Facility Use Agreement

Contact Jessica Henry  
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Please understand the following:

- 1) We are not a standard banquet facility, our Museum houses operational airplanes, historic items, and a B-17 restoration. Maintenance work and restoration work is being done in and around the facility. Every effort will be made to accommodate your group, but safety comes first.
  - a) No open flames in the hangar. Only electric heaters may be used in the hangar.
  - b) The Museum has objects in the work area that may poke you, trip you, cut you, and burn you. Also, oil is a constant problem as it drips from the radial engines. Oil on the floor is a slip hazard. We do our best to reduce these dangers, but they are real, and your group enters at their own risk.
  - c) Re-arranging aircraft or maintenance work to accommodate a better event layout may not be possible. Visitors, Volunteers, and Museum staff may be in the building during your event, especially if the event occurs during normal Museum hours (Tues – Sat 10am-4pm).
- 2) Set-up and tear-down: We do not have “staff” like at a banquet hall, thus you are responsible for set-up and tear-down. **Set-up must occur the day of the event and may be subject to Museum operations. Tear-down and clean-up must occur directly after an event ends.** All table trash must be collected in bags and disposed. Food/trash on the floor must be swept up and bagged.
- 3) We have a few tables and chairs which you may use at no cost, but you must set them up, and take them down. We do not have linens, tableware, or any food service type items. A breakroom with a sink, microwave, refrigerator, and counter space is available at no cost, but must be left clean if used.
- 4) **Rental: \_\_ Central area of Hangar, up to 450 people - \$850/day**  
**\_\_ Library/Conference Room, up to 60 people - \$200/day**  
Options you may add at additional cost: (all items depend on scheduling and availability)  
**\_\_ Museum hires a cleaning crew for tear-down and clean-up: \$250**  
**\_\_ B-25 Bomber cockpit and nose open for tours during event: \$250**  
**\_\_ B-25 Bomber Fly-Over (daylight hours, weather permitting): \$1,500**
- 5) Non-refundable deposit of \$200 for the Hangar **OR** \$50 for the Library/Conference room is required to hold a date. Special requests must be approved in writing prior to the event.
- 6) **Full remaining payment must occur at the beginning of the event, or by previous arrangement.**

Group Name \_\_\_\_\_ Date of Event \_\_\_\_\_

Contact Name \_\_\_\_\_ Phone \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Email \_\_\_\_\_

Museum Approval \_\_\_\_\_ Date \_\_\_\_\_