

Alameda Naval Air Museum Rental Application/Contract  
2151 Ferry Point #77 Alameda, CA 94501  
510-522-4262 tellus\_anam@aol.com

Applicant/Organization NAME \_\_\_\_\_

Type of Organization:  Private/Social  Non-Profit  Business/Commercial  Government  
 Fraternal/Club  Other (specify) \_\_\_\_\_ Check all that apply

Address, City, Zip \_\_\_\_\_

Phone with Area Code: \_\_\_\_\_ Email: \_\_\_\_\_

Date of Event \_\_\_\_\_ Time of Event: Start \_\_\_\_\_ End \_\_\_\_\_  
(remember to include set up & clean up time of approx. one hour)

Event type:  Meeting/Lecture  Conference/Training  Party  Wedding  Other \_\_\_\_\_

Catered Food  yes  no Food/Desserts from guests  yes  no

Music DJ  yes  no Live Music/Dancing  yes  no

Frequency of Event: Weekly, Monthly, one-time (specify) \_\_\_\_\_

Number of guests expected: \_\_\_\_\_ Room Requested:  Crow's Nest  Ready Room

General description of event/what you are calling it: \_\_\_\_\_

Contact Person & email if different than above: \_\_\_\_\_

**Museum is providing a clean venue for applicant use with restrooms, elevator, stairs, and free parking.**

Applicant, by signing below, acknowledges and agrees to abide by RULES & REGULATIONS on reverse side. The Alameda Naval Air Museum (Museum), its Board/Staff and the City of Alameda shall not be held liable for property damage or for bodily injury occurring on the premises and to hold harmless the Museum and City of Alameda from any claims for damage or injury as a result of the applicant's use of property and/or facility.

Applicant/Agent (please print) \_\_\_\_\_

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

Museum Staff Signature approval (with position and date) \_\_\_\_\_

Alternate Museum Staff email/phone \_\_\_\_\_

Other comments/discussion points:

Alameda Naval Air Museum Rental Application/Contract  
2151 Ferry Point #77 Alameda, CA 94501  
510-522-4262 tellus\_anam@aol.com

**RULES & REGULATIONS FOR USE**

**Use of the Alameda Naval Air Museum (museum) facility shall be in compliance with the application on reverse side, as submitted/amended and with the following regulations:**

1. **DEPOSITS/SECURITY:** Fifty percent (50%) of fee for the estimated event cost for rental use is due and payable **not later than two weeks prior to scheduled event**. Event rental space is NOT guaranteed until deposit is received. Balance is due upon event start. Any over-time costs are due at end of event upon museum staff approval of clean-up and last guest departure. DEPOSIT is forfeited on cancellations of less than two (2) week notice. Museum will allow rescheduling with advance notice. For some organizations, a SECURITY DEPOSIT may be required to guarantee booking. Security deposits will be refunded by check within two weeks after event conclusion. PROOF of insurance may be required, naming the museum as an additional insured, for \$1,000,000.
2. **ALCOHOLIC BEVERAGES:** Museum will not provide alcoholic beverages. Beer, wine, or spiked punches MAY be provided by applicant free of charge to guests. DRINKS CANNOT BE SOLD without an ABC permit. Consumption control is the responsibility of applicant. Museum staff is NOT providing security for events. Museum can assist with information for an ABC application.
3. **SMOKING** is not permitted in building or on the premises.
4. **DECORATIONS:** Must be free standing or on tabletops. NO sprinkles or glitter.
5. **TABLE COVERS:** Museum usually keeps tables covered with inexpensive plastic, which may or may not be clean. Applicant to provide suitable table covering and remove at the end of the event.
6. **FOOD & EQUIPMENT:** towels, dishware, utensils, serving dishes, etc. are to be provided by applicant. By prior arrangement/agreement, the refrigerator and museum food service appliances may be used. GARBAGE is to be sorted into appropriate containers (trash, recycle) and all left-over food removed at the end of the event. Staff will determine if site is cleaned sufficiently to avoid overtime charges.
7. **CONCLUSION: EVENT CLEAN UP**
  - a) Tables: cleared and clean. OK to leave in event's configuration with chairs pushed in.
  - b) Floors: Spills cleaned, swept
  - c) Galley and Counters: Clear/clean
  - d) Restrooms: Clean, trash in receptacles.
  - e) NO Loitering on or near the premises after the event.

**EVENT FEE SCHEDULE**

**Crow's Nest, \$100/hour**

**Ready Room, \$35/hour**

Both venues billable in ½ hour overtime increments after the agreed upon rental contract time. Groups using the premises on a regular basis may negotiate a discounted rate. Nature of use and number of people will ultimately determine the cost. Additional fees may be required for some events, equipment used, and set up time for applicant and museum's assistance.

I have read and accept the above rules/regulations:

Applicant Signature and date: \_\_\_\_\_