



# Alameda Naval Air Museum

## Facility Rental Application & Contract

2151 Ferry Point, #77 | Alameda, CA 94501

Email: [nasalamedamuseum@gmail.com](mailto:nasalamedamuseum@gmail.com)

### Applicant / Organization Information

Applicant or Organization Name:

Email:

Address:

### Event Details

Date of Event:

Start Time:

End Time:

Estimated Number of Guests:

Room Requested:

Crow's Nest

Ready Room

General Description of Event:

### Agreement

I agree to the Rules & Regulations on Page 2 and the Acknowledgment & Liability terms.

Typed Name (acts as signature):

Date:

## **Rules & Regulations for Facility Use**

1. **Deposits & Payment:** A 50% deposit of the estimated rental fee is due at least two (2) weeks prior to the event. Rental space is not guaranteed until the deposit is received. The remaining balance and any overtime charges are due on the day of the event. Deposits are non-refundable for cancellations within two weeks. A security deposit and/or proof of insurance naming the Museum as additional insured may be required.
2. **Alcoholic Beverages:** The Museum does not provide alcoholic beverages. Beer, wine, or punch may be provided free of charge. Alcohol may not be sold without a valid ABC permit. The applicant is responsible for monitoring alcohol consumption. Museum staff does not provide event security.
3. **Smoking:** Smoking is not permitted inside the building or anywhere on the premises.
4. **Decorations:** Decorations must be free-standing or tabletop only. Sprinkles and glitter are prohibited.
5. **Table Covers:** Applicants must provide appropriate table coverings and remove them at the conclusion of the event.
6. **Food, Equipment & Cleanup:** Applicants are responsible for providing all dishware, utensils, and supplies. All trash must be properly sorted, and leftover food removed. Museum staff will determine whether cleanup is sufficient to avoid additional charges.
7. **Event Conclusion:** At the end of the event, tables must be cleared, floors swept, counters and restrooms cleaned. Loitering on or near the premises is not permitted after the event concludes.