



Pearson Air Museum
FORT VANCOUVER
National Site

2010 Outdoor Grounds/Tarmac Rental Information and Application

Package price for the rental of the Pearson Air Museum (PAM) grounds is on a per hour basis. The rental rate includes use of Pearson Air Museum’s picnic tables and the area directly around the Museum, but does not include access to the Museum or set-up and use of PAM chairs.

Rental Package Pricing

Outdoor Grounds and picnic tables

\$150 per hour

Payment

The Application, Signed Agreement, Deposit, and Rental Fee are required in full, 30 days prior to the event. Checks or money order should be made payable to “Pearson Air Museum”. Credit cards are not accepted for rental or deposit payments.

A damage/hold the date deposit of \$150.00 will be due upon acceptance of this agreement. Damage to the facility, its contents, exhibits, or fixtures during the rental are the Renter’s responsibility. A dollar amount equal to the amount of damage caused by you, your guests, or your contractors will be deducted from your damage deposit. Any damage incurred during the event that exceeds the damage deposit amount will be billed to the Renter. In the event there is no damage, this amount will be refunded by mail within 30 days following your event.

Cancellation Policy: If the reservation is cancelled prior to 90 days of your event date, Pearson Air Museum will return your damage/hold the date deposit in full. If the reservation is cancelled prior to 60 days of your event date 50% of your damage/hold the date deposit will be returned. If cancelled within 30 days of your event Pearson Air Museum will retain your damage/hold the date deposit as liquidated damages.

Initial(s): _____

Event Set-Up

The event rental includes use of the grounds and (up to) 40 picnic tables. If the dumpster is available it may be used up until it is full with the lid being able to close. The Renter is responsible for checking dumpster availability with the Museum, and for removing all extra event garbage from the property or making arrangements for extra dumpsters to be available. Any fees for garbage overflow removal will be taken out of the Renter’s deposit. PAM does not provide recycling facilities; therefore the Renter is responsible for removing and disposing of all recycling properly.

PAM chairs and tables may be rented at additional cost. Contact the Tourism and Events Manager for more information and exact prices of set-up and rental. Other arrangements including linens, table settings, substantial cleanup, liquor licensing, decorations, entertainment, refreshments, and food service are the Renter’s responsibility.

Pearson Air Museum has a list of Approved Caterers who have been approved to serve food on the site. No Caterer is allowed to serve food on the site if it is not previously approved. If serving alcohol your

caterer must provide a licensed bar tender. The Renter must inform us of the selection of caterer(s), entertainer(s) or other contractors 30 days in advance.

Initial(s): _____

The Pearson Air Museum does not allow on its premises:

- o Confetti or glitter of any type.
- o Use of candles, open fires, fireworks or other flame producing devices excluding those used as food warmers.
- o Duct tape – gaffer tape is the only allowable adhesive tape.
- o Behavior and conduct that is disruptive, dangerous or otherwise un-acceptable to PEARSON AIR MUSEUM, including public drunkenness or fighting.
- o Releasing animal’s birds or bugs inside or around the buildings.

Violating any of these regulations will result in the retention of part or all of the damage deposit.

Initial(s): _____

Disclaimer

Please be aware that the Museum is not responsible for inclement weather which may impact an outdoor event. It is the Renter’s responsibility to make arrangements for tents and other measures in case of poor weather conditions.

Prices may be subject to change.

Pearson Air Museum reserves the right to conduct other events and activities concurrent with your event at its discretion. Pearson Air Museum will coordinate its other events and activities so as not to unreasonably interfere with your event(s).

Pearson Air Museum is not responsible for injury or illness that occurs during or from an event at Pearson Air Museum.

Initial(s): _____

Date Requested _____

| Time Requested | Set-Up | Event Time | Clean-Up |
|--|--------|------------|----------|
| Approximate Number of People Attending | | | |

Name of the Event _____

Event Contact Person _____

Address Deposit Will Be Mailed To _____

| Street | City | State | Zip Code |
|--------|------|-------|----------|
| | | | |

Phone Number _____

E-Mail Address _____

Fax Number _____

Caterer's Name (from PAM's Approved Catering List ONLY) _____

How did you hear about Pearson Air Museum for your event (i.e. word of mouth, advertising, etc)?

Thank you for your interest in Pearson Air Museum for your event! If you would like to make a reservation please contact the Tourism and Events Manager to check date availability, then submit a completed application and the deposit to hold the date.

Contact

**Brenna Beck, Tourism and Events Manager
360.694.7026
brenna.beck@fortvan.org
www.fortvan.org**

Send Payments To

**Attn: Tourism and Events
Pearson Air Museum
1115 E. 5th Street
Vancouver, WA 98661**