



Pearson Air Museum
 FORT VANCOUVER
 National Site

2010 Tex Rankin Theater and Headquarters Rental Information and Application

Rental Package Pricing

Tex Rankin Theater **\$75 per hour with a two hour minimum**

Headquarters Conference Room **\$45 per hour with a two hour minimum**

Room	Dimensions	Theatre Style	Reception	Banquet	Schoolroom	Hollow Square
Tex Rankin Theatre	29' x 39'	122 people	116 people	88 people	63 people	30 people
Headquarters Conference Room	23' x 20'					20 at Tables 40 in Room

The following equipment can be rented from Pearson Air Museum at additional cost:

- Flight Simulator Room (2 hour minimum) \$100.00/hr
- Two Speaker Sound System with Wireless Handheld Microphone \$100.00
- Presentation Stage 8'x12' \$100.00
- Overhead Projector \$45.00
- 6' Screen \$30.00

Payment

The Application, Signed Agreement, Floor Plan, 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 \$100.00 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 facility (Main Hangar, catering kitchen, restrooms), round tables (60” round), up to 15 rectangular tables (96” long), and chairs. 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. 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:

- Red fruit punch and colored cake frosting which can stain rugs and furniture.
- Kegs – bottled or canned beer is acceptable.
- Confetti or glitter of any type.
- Use of candles, open fires, fireworks or other flame producing devices excluding those used as food warmers.
- Duct tape – gaffer tape is the only allowable adhesive tape.
- Touching, climbing, sitting on, or otherwise handling Museum exhibits and aircraft.
- Moving any of the blockades surrounding any of the exhibits.
- Behavior and conduct that is disruptive, dangerous or otherwise un-acceptable to PEARSON AIR MUSEUM, including public drunkenness or fighting.
- Releasing animals, birds or bugs inside 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 inclement weather may necessitate changes in set up of the facility. Every effort will be made to accommodate your event in the incidence of extreme weather, but the nature of the space being museum dictates that the planes must be properly cared for.

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 _____

Approximate Number of People Attending	Set-Up	Event Time	Clean-Up
_____	_____	_____	_____

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) _____

Please Mark All the Facility(s) and/or Equipment You Wish to Rent

	Number of People	Set-Up Style	X		Number of People	Set-Up Style	X
Main Hangar	1-100	No Plane Move	_____	Tex Rankin Theater	125	Theater	_____
	1-250	Plane Move	_____		100	Reception	_____
	250-450	Plane Move	_____		90	Banquet	_____
Historic Hangar	1-100	No Plane Move	_____		65	School Room	_____
	1-250	Plane Move	_____		30	Hollow Square	_____
Extra Equipment		# of Extra Hours	_____	Headquarters	20	Tables	_____
					40	Standing	_____
	Flight Simulator (2 hour min)		_____	How many hours do you wish to use the Theater or Headquarters (2 hour min.)? _____			
Wireless Microphone & Speakers			_____				_____
Presentation Stage (8' x 12')			_____				_____
Overhead Projector			_____				_____
Projection Screen (6')			_____				_____

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 Deposit and Rental Fee Checks To
Attn: Tourism and Events
Pearson Air Museum
1115 E. 5th Street
Vancouver, WA 98661