

Warhawk Air Museum

201 Municipal Drive, Nampa ID 83687
208-465-6446 / FAX 208-465-6232
www.warhawkairmuseum.org



Experience an Era

Revised 06/28/2016

At the Warhawk Air Museum, you can plan your special event against the nostalgic backdrop of American history as it existed during WWII and the Cold War era. No other rental facility in the area offers more interesting or inspiring surroundings. Experience the patriotism from the home front and the bravery of those who fought on fronts around the world.

The Warhawk Air Museum is the perfect setting for fundraising events, holiday parties, birthday parties, memorial services, receptions, awards dinners, or any other event in which an interesting, unique, and impressive location is important.

Get up close and personal with vintage airplanes. See two of only a few remaining Curtiss P-40 WWII fighter planes left in the world. Our Curtiss P-40s were used in the epic films *Pearl Harbor* and *Valkyrie*. Also enjoy viewing other rare WWI, WWII, Korea, and Vietnam airplanes, equipment, and memorabilia that represents our veterans' stories and the home front during the 1940s, 1950s and 1960s. Our P-51C Mustang is one of 5 left flying in the world today and its markings, "The Boise Bee," honor Lt. Col Duane Beeson, one of the most highly acclaimed WWII Aces and a native of Boise, ID.

We offer easy access off I-84, bus and automobile parking, 40,000 sq. ft. of exhibit space, handicap access, a gift shop, meeting room, and a sound system with 1940s and 1950s music available. Our maximum capacity varies depending on the type of event.

We welcome the opportunity to serve the community by allowing special event use of the museum. To ensure the success of your event, we request there be only one contact person representing your group. Please call 208-465-6446 to discuss the options for your event and to arrange a tour of our beautiful facility!

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Event Rental 6 hours - \$3200

Maximum 200 Guests
(Additional Guests \$8 Each)

- Tuesday – Sunday
 - The museum does not schedule events on Mondays
 - Additional Hours
 - Reserved in advance \$300
 - Reserved day of event \$500
 - Hours will not be prorated
 - Event cannot go past 11 p.m.
 - **Time frame includes set up and take down**

- Amenities Included:
 - Sound system with microphones
 - Audio visual equipment
 - Podium (One)
 - Museum staff on site

- Idaho sales tax (6%) will be added to all final rental costs.
 - Tax exempt groups must provide ST-101 form.

- Renters must provide proof of insurance with \$1,000,000 liability coverage

Winter Availability (November – May) Subject to Weather

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Event Rental: Hourly First 2 hours (minimum) - \$1100

Maximum 200 Guests

(Additional Guests \$8 Each)

- Tuesday – Friday, Sunday
 - The museum does not schedule events on Mondays
 - Additional Hour (One Additional Hour Max)
 - Reserved in advance \$300
 - Reserved day of event \$500
 - Hours will not be prorated
 - **Time frame includes set up and take down**
 - Event cannot go past 11 p.m.

- Amenities Included:
 - Podium (One)
 - Sound system with microphones
 - Audio visual equipment
 - Museum staff on site

- Idaho sales tax (6%) will be added to all final rental costs.
 - Tax exempt groups must provide ST-101 form.

- Renters must provide proof of insurance with \$1,000,000 liability coverage

Winter Availability (November – May) Subject to Weather

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Event Rental: Memorial Services Two Hours – Regular Admission per Person

- Tuesday – Sunday
 - The museum does not schedule memorial services on Mondays
 - Event must be during regular museum hours
 - Tuesday – Saturday 10 a.m. to 5 p.m.
 - Sunday 11 a.m. to 4 p.m.
- Amenities Included:
 - Tables and chairs are available for rent for \$50
 - Museum staff will set
 - Podium (One)
 - Sound system with microphones
 - Audio visual equipment
- Idaho sales tax (6%) will be added to all final rental costs.

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Event Rental: Conference Room

\$75 per Hour

Maximum 35 Guests

- Tuesday –Sunday
- **All guests must also pay regular admission charges**
- The museum does not schedule events on Mondays
- Hours will not be prorated
- Includes full access to museum and guided tour if requested **in advance**
- Payment is due upon arrival
- Guests are responsible for conference room clean up
- During regular museum hours only
 - Tuesday – Saturday 10 a.m. to 5 p.m.
 - Sunday 11 a.m. to 4 p.m.
- Amenities Included:
 - Chairs
 - Tables
 - Podium (1)
 - Audio visual equipment
- Idaho sales tax (6%) will be added to all final rental costs.
 - Tax exempt groups must provide ST-101 form.

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Commercial Photo and Film Charges

The Warhawk Air Museum offers the opportunity for filming and/or photo shoots of rare airplanes and artifacts as back drops. The following costs apply and must be paid **before** the photo shoot begins. The Warhawk Air Museum has the right to review, discuss, and approve **any** photo shoot or film **before** use of the museum is granted and **after** the shoot is completed. The mission of the museum must be respected for all photo shoots, and we reserve the right to cancel the photo shoot if mutual consent cannot be reached.

- One hour for static airplane/cars/artifacts in museum display area during regular business hours
 - \$150
 - Includes equipment set up and take down and photo work
- Additional hours for static airplanes/cars/artifacts in the museum display area during regular business hours
 - \$350 per hour
 - Hours will not be prorated
- Additional charge to move 1 airplane OR 2 cars – Staff must be available
 - \$250
 - Climbing on or in museum airplanes/vehicles **MUST** have prior approval and supervised by museum personnel
- Charge for use of airplanes/cars/artifacts outside of regular business hours
 - \$350
 - All other charges still apply

Signed: _____ Date: _____

WAM Signed: _____ Date: _____

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PLEASE NOTE: The museum is rented with all displays in place. The need for displays to be relocated must be approved by museum staff. At the discretion of the museum director, an extra charge of \$75.00 per hour may be charged for museum staff to move displays prior to the event and to return displays to original locations at the end of the event. Estimated time for moving displays will be provided on request.

Deposits:

- A refundable cleaning deposit of \$500 and a signed Facility Use Agreement is required to reserve your date.
- Cleaning deposits are **not** part of the rental fee and will be held until **after** the event in case of damage to the museum. Once cleaning is complete and areas have been inspected, the deposit, or a portion of the deposit, may be returned.
- **Payment is due in full one week before the event or it will be cancelled.**
- **Events cancelled within 78 hours of the event are non refundable.**

**As a non-profit foundation, special events help earn operating income for the Warhawk Air Museum, thereby expanding our educational efforts as well as introducing new audiences to the museum. Because we are charged with preserving the integrity of our collection, we ask our clients, and all parties hired by our clients, to follow the museum's guidelines for special events.

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Checklist

This checklist is designed for the documentation and protection of all parties entered into this contract and is considered binding. Completion and signature is required by both the renter and Museum staff, at the conclusion of an event.

Group: _____ Date: _____

Group Contact: _____

Time In: _____ **Time Out:** _____ **Additional Hours:** _____

Clean up:

- It is expected that the facilities are left in the same condition found upon arrival. Please use the following checklist for assurance:
 - All food is removed from premises
 - All floors/spills are cleaned
 - Garbage is bagged and removed by renter
 - Tables and chairs are cleaned and stacked neatly
 - Kitchen is cleaned
 - Additional materials brought in for the function are removed from the premises

Damages:

- Groups renting the Museum facilities will be responsible for any damages incurred as a result of their rental. The amount for damages shall be equal to the cost of repair or replacement of items (as noted below) for both the facilities and any equipment. As the responsible and authorized party the contact person for the group, noted on the reservation for rental, will be billed for any repair or replacement costs for damages.

Damages Report: _____

- No Visible Damages

Signature of Renter

Signature of Museum Staff

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Museum Facility Use Request

Name of Event: _____

Description of Event: _____

Day/Date of Event: _____ Time of Event: _____

Proposed # of Hours: _____ Proposed # of Guests: _____
(Include set-up, tear-down, and cleaning time.)

Sponsoring Organization: _____

Address: _____ City, State, Zip Code _____

Contact Person: _____ Phone Number: _____

Is food to be served? Yes ___ No ___

If yes, please describe: _____

Caterer's Name: _____ Phone #: _____

I have read and understand the policies, as written in "Guidelines and Specifics." I agree to be bound by these terms and conditions, having sufficient power and authority to bind with my signature.

Representative's Signature of Sponsoring Organization

Museum Use Only:

Approved ___ Denied ___ Date: _____

Staff Working During Function: _____

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Guidelines and Specifics

The Warhawk Air Museum is first and foremost a museum. If permission for use of this facility is granted, the function sponsor, associates, and those attending the function are expected to respect the intent and purpose of this institution. The Museum reserves the right to cancel any event, two weeks prior to the event. It is understood by the function sponsor using the Warhawk Air Museum that the Museum, its directors, staff, and volunteers will be held harmless for any and all actions arising out of the use of the Museum's premises. Also, the function sponsor will assume all risks and responsibilities for those associated with or attending the function. The Museum reserves the right to remove any equipment or individuals who might cause harm to the public or the premises.

Reservations are not confirmed until the Museum has received the following documents:

1. A \$500 refundable deposit and a completed and signed Museum Facility Use Request contract.
 2. A \$1,000,000 Liability Insurance Binder naming the Warhawk Air Museum additionally insured, must be provided to the Museum at least two weeks prior to the event.
 3. The Museum must approve all documents. When approval has been granted, a copy will be sent to the function sponsor.
 - A. Two weeks before the function is scheduled, the function contact person, caterer, and person responsible for cleaning at the end of the event, will need to meet with the designated Museum staff representative so the building and equipment can be properly coordinated and all parties understand their responsibilities. At that time, half the rental fee is due and non-refundable if the function is cancelled at any time past this point, unless canceled by act of God.
 - B. Those working and attending the function are not allowed to touch, handle, or move any artifacts or exhibited material in the Museum.
 - C. Nothing will be attached to the walls. Please consult with staff concerning decoration. If damage occurs the sponsor will be responsible for costs of repairs.
 - D. The lessee is responsible for setting up, providing garbage bags, all bar equipment, floor pads for bar containers if necessary, taking down, and cleaning the floors and carpet. Failure to leave the Museum clean will result in loss of part or all deposit money. Tables and chairs will be stacked neatly in the designated area, and all rental equipment will be removed by the next day before the Museum's opening hour. Lessee will remove all trash. Charges will be assessed for spot cleaning carpet, if damage occurs. **Museum staff is available to clean floors and carpets after the event for an additional \$50 per hour. Lessee has the option to rent their own dumpster for the evening.**
 - E. No open flames, including candles or incense, are allowed in the museum. Sterno or alcohol burners for chafing dishes are allowed.
 - F. Alcohol may be served by a licensed (State of Idaho) caterer. A no-host bar for a private, free event can be served without a licensed caterer. Kegs are allowed with proper floor padding to prevent water leakage. **If alcohol is served during any function at the Warhawk Air Museum, it will be at the sole responsibility and liability of the renting party. The Warhawk Air Museum assumes no responsibility or liability for any actions arising from the serving of alcohol. If the alcohol is sold by the drink, at the function, then a caterer with an off-premises liquor license must be hired. By signing this agreement the renting party agrees to and accepts the sole responsibility for any actions that arise from the serving of alcohol and the renting party will protect the Warhawk Air Museum and its directors, staff, and volunteers from any legal actions due to the renter's decision to serve alcohol at their function.**
 - G. **Absolutely no tobacco smoking allowed inside the museum.**
- **Additional charges will be assessed if equipment is rented from the museum.**

Renter

Date

Warhawk Air Museum

Date

- ❖ **The museum will remain open to the public when events are held during regular museum hours.**
- ❖ **The Idaho State Tax Commission MAY require the Warhawk Air Museum to charge Idaho state sales tax of 6% on certain leases.**