



Event Hosting Request

**Travis AFB Aviation Museum
641 Burgan Blvd Bldg 80
Travis AFB, CA 95688
707-424-8180**

DONATIONS TO THE TRAVIS AFB AVIATION MUSEUM ARE GREATLY APPECIATED!!!

- Please plan your event during Museum business hours: **NO AFTER HOURS EVENTS**
Tues-Sat: 1000-1600 Sun: 1000-1500 Mon: CLOSED
- Please allow ONE HOUR before and after your event for setup and cleanup.
- **MAXIMUM NUMBER OF GUESTS IS 60**

The date of your event cannot be confirmed until this form is returned to the Museum Event Co-Ordinator, and he has contacted you to confirm this event.

EVENT CONFIRMED BY MUSEUM EVENT CO-ORDINATOR: _____/DATE: _____

ORGANIZATION SPONSORING EVENT: _____

TYPE OF EVENT: _____

EVENT RECIPIENT: _____ NUMBER OF GUESTS: _____

DATE OF EVENT: _____ TIME START/STOP _____/_____

The Point of Contact (POC) is responsible for ensuring all participants are aware of Museum Rules on the back of this form.

POC (Printed Name and Signature: _____

POC EMAIL: _____

POC Duty Phone: _____ Cell Phone: _____

POC SQUADRON/OFFICE: _____

SUPERVISOR'S NAME: _____ DUTY PHONE: _____

***The Museum does not provide: flags, tablecloths, napkins, plates, silverware, serving utensils, decorations, trash bags, batteries, etc.**

Available items provided by the Museum:

- | | |
|---|---|
| Open floor space | Podium |
| Chairs | 2 High Back Chairs |
| Tables-round and rectangle | Garbage Cans-User provides trash bags – 45 gal size |
| Sound System (User provides 2 AA Batteries) | Conference Room |

The Travis AFB Aviation Museum is under the leadership and guidance of the 60th AMW/CC and the National Museum of the Air Force

- **DO NOT ALTER, MOVE, CHANGE, OR TOUCH ANY DISPLAYS OR EXHIBITS.**
- **FOOD AND DRINK ARE NOT PERMITTED IN THE EXHIBITION AREAS.** Please remain in the lobby.
- **DO NOT** place anything on the displays, exhibits, artifacts or cases.
- Attendees must park in the designated main visitor/public parking areas.
- You must supply all the office and table supplies (i.e. flags, decorations, tape, scissors, garbage bags, etc)
- The Museum is open to our visitors. We recommend posting an individual at the door to direct your guests to the event.
- Children must be watched at all times. Docents will ask that unsupervised children be removed from the building.
- We do not provide refrigeration for food.
- We do have a limited snack bar for refreshments.
- This is an approved facility for serving alcohol. Please remember to ensure that safety measures are taken to protect all personnel in the facility. The Travis AFB Aviation Museum is not responsible for ensuring the safety of anyone participating in the event.
- If something is damaged, please bring it to the attention of the Docent on duty.
- Please clean up after the event. Empty trash cans and put new trash bags in the cans (45-gal size). Remember, you provide the trash bags. Police and clean up the floors of any food or drink that may have spilled or dropped.
- Perform a walk-thru with one of our staff before leaving the museum to ensure that the area has been cleaned, equipment put away and the area is returned to its original condition.
- If anything is left unattended, not cleaned, or damaged, you will be called back to take care of the issue. If you cannot be reached, your chain-of-command will be contacted to correct the issue.
- Docents have the authority to stop any activity and ask you to leave if you do not take corrective action to follow the regulations of the Travis AFB Aviation Museum.

I have read and understand the Rules for hosting an event at the Travis AFB Aviation Museum.

POC initials: _____