



## EVENT HOSTING REQUEST

### Travis AFB Aviation Museum

641 Burgan Blvd, Bldg 80

Travis AFB, CA 94535

707-2-424-8180

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

- Please plan your event during Museum business hours:  
Tues - Sat: 10am-3:30pm Sun: 10am – 2:30pm
- Please allow ONE HOUR before and after each event for setup and tear down.
- Special arrangements can be made for other than duty hours. Please understand that we have a limited VOLUNTEER staff, and we cannot accommodate all requests.

**Dates cannot be confirmed until this form is returned to the Travis AFB Aviation Museum Event Co-Ordinator.**

ORGANIZATION SPONSORING EVENT: \_\_\_\_\_

TYPE OF EVENT: \_\_\_\_\_ NUMBER OF GUESTS: \_\_\_\_\_

EVENT RECIPIENT: \_\_\_\_\_

DATE: \_\_\_\_\_ TIME START/STOP: \_\_\_\_\_ / \_\_\_\_\_

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

POC (Printed Name and Signature): \_\_\_\_\_

POC Duty Phone Number: \_\_\_\_\_ 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, etc.**

#### Available Items provided by the Museum:

Open floor space

Chairs

Tables (round and rectangle)

Sound System (user provides 2 AA batteries for Mic)

Podium

2 High-Back Chairs

Garbage cans (user provide trash bags-45 gal size)

Conference room

The Travis AFB Aviation Museum is under the leadership and guidance of the 60<sup>th</sup> 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.
- Please have attendees park in the designated main visitor/public parking areas.
- You must supply all 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 staff's attention immediately.
- Please clean up after the event. Empty trash cans and place new bags in the cans. Remember, you provide the trash bags – 45-gal size. Police and clean the floors of any food or drink that may have dropped.
- Perform a walk-thru with one of our staff before leaving the facility to ensure that the area has been cleaned, equipment used 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: \_\_\_

<b>Travis AFB Aviation Museum Use Only</b>	
Received By:	Date Received:
Docents:	
Approved By:	Event Complete: