



## Event Hosting Request

**Travis AFB Aviation Museum**  
**461 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-Sun: 1000-1530**      Mon: CLOSED
- Please allow ONE HOUR before and after your event for setup and cleanup.
- **MAXIMUM NUMBER OF GUESTS IS 125**

**\*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. There is NO SOUND SYSTEM. Please call Comm Sq for assistance.**

#### **Available items provided by the Museum:**

- |   |  |
|---|--|
| Open floor space                          | Podium   |
| Chairs                                    | 2 High Back Chairs                             |
| Tables-60in round and 6ft rectangle table | Garbage Cans-User provides trash bags – 55 gal |
| 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 event area.
- **CLEAN-UP. Please clean-up after your event. Please sweep the floor and wipe up any spills. There is a cleaning cabinet next to the fridge. Also, there is a broom, dust pan and a Swiffer mop.**
- **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 (55-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: \_\_\_\_\_