



## Bomber Command Museum of Canada

Box 1051  
Nanton, AB T0L 1R0

### FACILITY RENTAL REQUEST FORM

Name of Renter/Contact Person: \_\_\_\_\_

Name of Group/Club/Company (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Email: \_\_\_\_\_

Home: \_\_\_\_\_ Cell: \_\_\_\_\_ Work: \_\_\_\_\_

Type of Occasion: \_\_\_\_\_ Number of Adults: \_\_\_\_\_ Number of Children: \_\_\_\_\_

Date Requested: 1st Choice: Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_ (Month, date, year)

2nd Choice: Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_ (Month, date, year)

Times Requested: Start: \_\_\_\_\_ End: \_\_\_\_\_ (including setup/take down)

#### Room Requested:

- Main Hangar with Lancaster Backdrop - \$1000/day
- Main Hangar with Lancaster Removed - \$2000/day
- Main Hangar with Lancaster and Tutor Removed - \$2,200/day
- Joe English Room - \$300/day

#### Material Available:

- Rectangle Tables (grey plastic) - \$8/each
- Round Tables (grey plastic) - \$8/each
- Chairs (grey plastic) - \$2/each
- Portable PA System - \$100/day
- Podium - \$50/day

#### Rental Guidelines:

1. The Lancaster and Tutor removed from the hangar is only available May – September based on availability.
2. 15% administration fees are added to all invoices.
3. A 25% deposit is required at the time of booking in order to reserve your date. All rental fees must be paid in full 7 days prior to the event posted above. We accept credit, debit, cheque, and cash.
4. Prices are based on a one day use to a maximum of 8 hours unless otherwise specified. All rentals are subject to availability at the time of booking.

5. If the Lancaster has to be left outside overnight, the “Renter” will pay an additional fee for security charges. Fees are to be determined closer to your event rental date.
6. The “Renter” accepts full responsibility for the full cost of replacement and or fixing of all or any damages made during their event to museum facilities or exhibits caused by attendees or other parties acting on behalf of the “Renter”; as assessed by the Bomber Command Museum of Canada. An incident report will be written up, photos will be taken of the damage and the “Renter” will sign an acknowledgement of such.
7. The “Renter” is to remove all personal property; clean up trash, décor and other items that were not present in the facility when the “Renter” took control of it. ***Please note: There is absolutely no use of tape, tack etc on any of the aircraft or vehicles in any form of decoration.***
8. The throwing or use of, in any way, paper or metallic confetti, flower petals, birdseed or rice is NOT permitted. A \$500 clean-up fee will apply.
9. Any relocation of museum exhibits is to be done only under the direct supervision of a museum director or museum personnel.
10. The room requested may be unavailable based on the number of people that are attending your event. A museum director or museum personnel has the final say on which rental space will accommodate your group best.
11. Fire Regulations will be observed and event attendance shall not exceed licensed maximum capacities.
12. The museum shall remain open to the public during regular business hours.
13. The “Renter” is responsible for setting up a caterer and/or bartender with a pro-serve (if applicable). Separate event insurance and/or party Alcohol Liability Insurance is required to be purchased by the “Renter”. If alcoholic beverages are served, insurance will be required to be displayed at the event.
14. Liquor consumption is to stay in designated areas. The serving of alcoholic beverages, as well as entertainment, shall not be permitted after midnight (12:00am) for all indoor events. For outside functions, the Town of Nanton noise by-law prohibits the serving of alcoholic beverages and music entertainment later than 11:00pm.
15. The use of illegal substances is prohibited and if found, will result in museum personnel closing the event effective immediately.
16. The Bomber Command Museum of Canada is pleased to provide a smoke free environment and we have smoking stations outside the front door of the Gift Shop.
17. No lit candles or open flame of any kind are permitted inside any area of the museum.
18. Deliveries to the Bomber Command Museum of Canada must be prearranged with one of our museum personnel and must be received at an arranged time and date. All items must be boxed or packaged and clearly labeled. The Museum does not assume responsibility for damaged or lost items or articles.
19. The Bomber Command Museum of Canada is not responsible for any damaged, lost or stolen articles.
20. Cancellation of a confirmed event rental, less than thirty (30) days prior to the date of the event, shall result in default of deposit. Notice of cancellation must be received in writing.
21. Prices are subject to change. The Bomber Command Museum of Canada is a non-profit, volunteer based organization and we appreciate your business and help in keeping the museum going.

Special Requirements/Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\*\*\*\*\*

**By signing I (referred to as the "Renter") agree and acknowledge that I have read all terms and conditions listed above in this contract and agree to conform to them.**

Date: \_\_\_\_\_

\_\_\_\_\_  
PRINT Name of Renter

\_\_\_\_\_  
SIGNATURE of Renter