



## FACILITY USE - General Information

### Physical Logistics

- ✓ **Restroom Facilities:** AHM restrooms are available for groups up to 399 guests/attendees. For groups of 399 and above the event producer is required to secure additional portable toilet facilities paid for by the event producer.
- ✓ **Parking:** Parking is available in the lot adjacent to the south side of the hangar. If needed, additional parking will be designated by the AHM Facility representative prior to the event.
- ✓ **Valet Parking:** Requests for valet parking must be submitted as a written request for the AHM approval and will become part of the rental agreement. If the event producer is providing valet parking, the valet service provider must be insured and for the duration of the event, the Airline History Museum must be a named insured on their policy.
- ✓ **Tents and Draping:** Requests for tents and/or draping must be submitted as a written request for the AHM approval and will become part of the rental agreement.
- ✓ **Hangar Décor:** General description of the décor must be submitted as a written request for the AHM approval and will become part of the rental agreement. Open flames are not permitted.
- ✓ **Hangar clean-up:** A cleaning deposit of \$500 is required, payable in advance. The hangar is to be cleaned of all trash, trash bags deposited in the arranged location and the hangar returned to its pre-event condition no later than 12:00 p.m. the day following the event unless arranged for with AHM staff otherwise an additional day use fee will apply. (Rental items can be placed to the side and be picked up on the first business day.) The cleaning deposit will be refunded in full within five (5) business days after the clean-up is completed.

### Additional Options

- ✓ **Tours:** If desired, for a the following fees the AHM will provide tours of the Museum and/or the aircraft for a **3 hour period\*** during your event either by:
  - Airline History Museum Tour Guides:** Volunteers who regularly give tours, are very knowledgeable and entertaining. Fee: \$250
  - Hostesses:** An auxiliary group of former airline hostesses come dressed in the uniforms they each wore during their careers. They will even do a fashion show, if pre-arranged  
Fee: \$350 (Subject to availability)
- \* **Tours for longer time periods will require an additional fee and are subject to availability**
- ✓ **Stage:** The AHM has 4' x 8' stage sections that can be configured any number of ways (see diagram in packet). Base fee: \$25 per section, set up
- ✓ **Public Address System:** The AHM has a podium, microphone and speaker system.  
Rental fee: \$100, set up
- ✓ **Also available for use at no charge: Blue terminal seating (16 sets of 4, 3 sets of 3, total of 73 seats); 8' tables (3); 6' tables (8), metal folding chairs (30-"rustic"); 40 eight top (60") round tables.** There is no charge to use these items but it will be up to the event producer to place/move/set them up and return to the arranged location.

## Vendor Logistics

- ✓ **Event Production Vendors:** Please provide your vendors with the AHM telephone number, 816-421-3401, for contact in arranging to make deliveries for your event.
- ✓ **Liquor Service:** The AHM does not hold a liquor license. If the event will include liquor, it is up to the event producer and/or their caterer and/or bar service to comply with the State and local authorities regulations. The AHM must also issue a liquor service approval letter to the appropriate person/vendor.

## Legal Compliance

- ✓ **Insurance:** The AHM carries liability insurance. Event producer should obtain their own event insurance if they so desire.
- ✓ **Security:** Events with over 200 guests/attendees require security from the Kansas City Missouri Police Department. Security will be arranged for by the AHM but will be at the expense of the event producer.
- ✓ **Fire:** Regulations require that with over 299 guests/attendees both the north and south hangar doors must be open—one door will be open 35' and the other door a minimum of 15' depending on wind conditions and two (2) Fire Guards from the KCMO Fire Department are required and are at the client's expense.

## Day Of

- ✓ **Limitations:** All event attendees, caterers, any person associated with the event must comply with all fire code and/or emergency regulations, federal, state and local laws, ordinances and regulations while on the event premises.
  - **Open flames are not permitted in the hangar.** If your caterer uses any warming devices that require an open flame AHM staff will advise as to the specific location of their equipment.
  - **Smoking:** Smoking is permitted in designated area(s) only and not anywhere in the museum/hangar facility or near any aircraft (even if they are outside).
  - **Food & Beverages:** Are not allowed in the lobby/gift shop/museum or on the aircraft.
  - **Guests:** All guests are to behave in a safe and respectful manner not causing any damage to the AHM facility. Event producer must insure any children present have adult supervision. The AHM staff/volunteers are not responsible for monitoring children but will inform the Event Producer contact if they observe any children not being properly supervised. Clean up and/or damages done by any guest of any age is the responsibility of the event producer and may be a charge in addition to the cleaning deposit fee.

## Reserving the Facility

- ✓ A signed contract and deposit of ½ the total facility use fee (up to \$1000 maximum) and is *non-refundable* should the group cancel the engagement. Remaining facility use fee balance and the \$500 cleaning deposit is due *five business days before the event*.