



# Private Event Rules

## Private Event Rules

### General Policies

- No smoking anywhere in the building.
- Do not touch exhibits. Exhibits may not be moved.
- No one is allowed in the Museum hangars after hours unless accompanied by staff or a docent.
- All printed materials which describe the Military Aviation Museum or use the logo are subject to approval prior to printing.
- Please see our [General Museum Policies](#) for rules regarding costumes and other concerns.

### Facility Guidelines

- To avoid confusion, designate one contact person for your event.
- Deliveries will only be accepted on the actual day of the event unless coordinated in advance. Be sure to mark all deliveries with the event's name and date to ensure it is used for the correct event.
- All equipment (staging, dance floors, décor, pianos, meeting materials, etc.) must be removed immediately after the event concludes, unless otherwise approved by the Events Coordinator.
- Dance floor rental must be installed and removed the day of the event.
- All amplified music must be approved in advance by the Events Department.
- All clients and vendors must supply their own equipment (extension cords, power strips, carts, flipchart easels, pens, etc.)
- All cords must be secured with gaffer's tape.
- Audio-visual equipment rental is charged on a first-come, first-served basis and cancellations must be made within 2 business days.
- The Military Aviation Museum office telephones are not for use.
- Clients are responsible for collecting all leftover materials, breaking down all boxes and assisting Events lead with removal.
- All events must conclude by midnight.

## Decoration Guidelines

- No candles or open flame, or indoor pyrotechnics. Battery operated candles are allowed.
- No glitter, confetti, rice, birdseed, or flower petals are allowed inside the museum. Real flower pedals may be strewn outside of any building only
- Bridal bubbles can only be used outside.
- All equipment and décor must be placed at a minimum of 3 feet from exhibits and their related parts.
- Museum artifacts, exhibits or furnishings may not be moved.
- No taping or tacking of decorations or meeting materials to walls, windows, woodwork or exhibits.
- 3M Post-it® pads are allowed.
- Decorations, signs and equipment must be freestanding, not touching any walls.
- We prefer balloons to be delivered already inflated. For safety reasons, balloons must be weighted and cannot leave the Lobby building. A \$50 recovery fee will be assessed for each balloon lost in a hangar or mezzanine.
- All floral arrangements and greenery are to be delivered to the main entrance and must be pest free.
- Trees must be flame retardant.
- For protection, containers must be placed under plants and trees.
- All outside tents must be either staked or weighted as part of their set-up. Coordinate with the Events Department to determine which method of securing the tent is authorized based on desired location.