



AIRBORNE & SPECIAL OPERATIONS MUSEUM FOUNDATION  
AFTER HOURS SPECIAL EVENTS  
FACILITY RENTAL INFORMATION

## SECTION 1

### MUSEUM OVERVIEW

Thank you for your interest in the use of the museum facility for your event. Your support is appreciated. The museum provides a unique experience for a wide variety of uses, offering beautiful grounds, a breathtaking lobby, superb displays, choices of spaces and services, and a convenient location.

The U. S. Army Airborne & Special Operations Museum (ASOM) was created to provide a place to forever honor and preserve the legendary feats and sacrifices of the United States Army airborne and special operations soldiers. This multi-million-dollar educational facility is the result of a partnership of many entities, and it is in everyone's best interest that proper care for the building, its collections and displays is assured. Accordingly, the use of the museum spaces and property must be carefully controlled and in certain cases restricted. Decorum suitable to this mission will always be requested of all visitors.

The museum, a state-of-the-art component of the Army Museum Enterprise and managed by the U.S. Army Center of Military History, provides for the safety and comfort of our visitors and abides by all applicable laws, regulations and ordinances. We likewise ask those using the facility to adhere to certain requirements.

The museum is controlled by the United States Army, and the Airborne & Special Operations Museum Foundation (ASOMF) controls the grounds and parade field surrounding the ASOM. The ASOMF provides marketing and advertising efforts in support of the ongoing mission of the ASOM. The ASOMF conducts private and public fundraising efforts in support of this mission, ongoing ASOM programs, and future exhibit support. The ASOMF also coordinates special events at the ASOM on behalf of the United States Army, and any functions/events to be held in the ASOM must be coordinated directly with the ASOMF Donor Relations and Special Events Coordinator at (910) 643-2778. The use of the grounds is a distinct venue separate from any event or use of the ASOM during or after normal operating hours. Regardless of the event in the ASOM, the facility rental of the grounds to include the parade field must be coordinated through an ASOMF representative.

The ASOMF **does not** allow the ASOM facility to be used for political campaigning, religious activities, or fundraising activities other than fundraising for direct support of the ASOM in accordance with the ASOMF non-profit charter.

The museum extends special consideration to official city, county, state, and military groups who need space for official meetings or briefings. We define OFFICIAL as Command Sponsored, **requiring mandatory attendance**. These include change of command, NCO/Officer development programs, military

symposiums, Official government promotions, safety seminars, and other mandatory events. Official functions receive use of space without fees.

One point of contact (POC) for the group must be provided for communication with the Foundation staff and must always be present during the group's use of the facility.

The Foundation staff will work with you in every way possible to assure your experience at the Airborne & Special Operations Museum is enjoyable, educational and memorable. Facility usage regulations will be reviewed and updated by the museum on a regular basis. We ask your understanding in helping us fulfill our responsibility to this institution.

We appreciate your support and look forward to helping you host a successful event.

**Abbie Cashel**  
**ASOMF Donor Relations and Special Events Coordinator**  
**(910) 643-2778**  
**donors@asomf.org**

## **MUSEUM FACILITIES**

Groups may not exceed the maximum occupancy of the facilities.

### **Lobby and Special Exhibit Gallery**

The lobby is 5,000 square feet of terrazzo floor that is highlighted by five-story glass walls and 16 large round columns. In the center of it all is a fully deployed parachute and paratrooper behind a brushed aluminum rail. A second parachute is deployed overhead, and unit lineages and honors grace the walls. The adjoining Special Exhibit Gallery without an exhibit display can accommodate 110 guests for a standing reception. The lobby area accommodates 300 guests reception style, or 150 guests seated at round tables. The lobby has restricted use during the normal hours of operation of the museum.

### **Main Exhibit Gallery**

The heart of the museum, the 23,000 square-foot Main Exhibit Gallery, features over 60 years of airborne and special operations units, personnel, and history. **Use of the gallery for after hour events is limited to official functions only and with a docent to guide tours.** The Gallery is open to the public during normal operations of the museum and is free to any group during these hours. No food or beverages allowed.

### **Yarborough-Bank Theater**

The theater features 244 upholstered seats with ample handicap spaces in a stadium style configuration. A 30 foot by 40-foot screen covers the main wall. Several large format movies designed and filmed for the museum shows modern airborne and special operations units in action. The theater is available for viewing the museum's film, formal ceremonies, or program seminars. No food or beverages allowed.

### **Video Theater**

The museum has a smaller theater that is used to show a rotating collection of educational and entertaining films related to the airborne and special operations. There are 42 fixed, upholstered, theater style seats facing an area with ample space for presentations. No food or beverages permitted.

### **Conference Room**

The conference room is ideal for conferences, or meetings of up to 25 people. It is equipped with a projector, projection screen and dry erase board for meetings and presentations. No food or beverages permitted.

### **Pritzker Motion Simulator**

The motion simulator is a 24-seat platform that moves up to 18 degrees in concert with two special films designated to simulate parachuting and helicopter flights at tree-top level. The "ride" gives the viewer the opportunity to immerse themselves in high-speed military action.

### **Reflection Gardens**

Located on the Hay Street side of the museum, the gardens are a fresh air way to experience the museum. The walkways are lined with granite pavers engraved with the names of soldiers, family members, and other supporters of the museum.

**Parade Field**

The Parade Field is a groomed field in front of the museum. The field has a sidewalk that connects it to the museum, a small concrete bleacher type seating area for 60 guests.

**RENTAL AVAILABILITY**

- Reservations are made on a first-come, first-served basis
- The museum facility is normally not available for rent on days the museum is closed
- The museum is available for rental after regular operating hours
- The conference room may be rented during normal operating hours based on availability and type of function
- The smaller video theater may be rented during normal operating hours based on availability and type of function
- Use by a group (including set-up) may not begin until 4:00pm unless prior approval is granted by ASOMF.
- If use extends beyond the agreed upon times, additional fees will apply

**Use of the Pritzker Motion Simulator and the Yarborough-Bank Theater is available. Arrangements for those and other services, such as docents or viewing museum videos, must be made in advance.**

**\*Please note that no rental space is considered on a definite basis until the renting party submits a signed *Facility Rental Application* that is approved by the LICENSEE and the Foundation with the required security deposit.**

**RENTAL FEES AND REQUIREMENTS**

Lobby Rental Rates

Corporate	\$2500.00
State or Local Government/Professional Assoc.	\$1500.00
Private Party or Reception	\$1000.00

Based on up to four hours usage, concluding no later than midnight.

***Please note that the lobby must be rented for most uses, with the following additional room rental and fees added to the above rate.***

Yarborough-Bank Theater	\$500.00	Room Only
Reflection/Memorial Garden	\$500.00	
Parade Field	\$500.00	
Video Theater	\$350.00	Room only rental for 4 hours
Conference Room	\$300.00	Rental for 4 hours
Additional Hours	\$100.00	Per hour for every hour thereafter for all the above

***The applicable rental fees above represent the primary space fee.***

Beyond contracted rental time, LICENSEE will incur 25% of primary space fees per every fifteen minutes plus additional fees for law enforcement personnel.

**Additional Services Available:**

Motion Simulator and Operator	\$25.00 per hour plus \$8 per person
Theater/Simulator Combination	\$100.00 per hour plus \$8.00 per person
Sound System	\$200.00 (Consists of podium, wireless microphone and two speakers)
Wired microphone	\$50.00
DVD/Projector	\$200.00 (not compatible with Mac or Apple products)

200 Blue/silver chairs (max 25)	\$1.00 per chair	<b>Note: The museum does not have the staff for setup</b>
Blue/Black Chairs (max 30)	\$1.25 per chair	<b>Note: The museum does not have the staff for setup</b>
Black vinyl chairs (max 50)	\$2.50 per chair	<b>Note: The museum does not have the staff for setup</b>
8' foot white resin table (max 3)	\$7.00 per table	<b>Note: The museum does not have the staff for setup</b>
6' foot resin or wood (max 6)	\$5.00 per table	<b>Note: The museum does not have the staff for setup</b>
3' foot resin adjustable height (max 1)	\$2.50 per table	<b>Note: The museum does not have the staff for setup</b>

**Food & Beverage/Cleaning Fees: \$500.00**

**Insurance and permits**

Groups will provide their own special event insurance and comply with all permits and license requirements. Proof of compliance is required in advance. Details are included in the *Facility Rental Agreement Terms and Conditions*. Groups must adhere to the *Insurance Requirements & Alcohol Permits* when alcohol is served at any event.

Please review the entire Facility Rental Information packet and the Facility Rental Agreement for specific requirements and restrictions.



AIRBORNE & SPECIAL OPERATIONS MUSEUM FOUNDATION  
**FACILITY RENTAL AGREEMENT**

**SECTION 2**

Facility Rental Agreement Number \_\_\_\_\_

Name of LICENSEE: \_\_\_\_\_ Type of Event:  
\_\_\_\_\_

Date of Event: \_\_\_\_\_

Time of Event: \_\_\_\_\_

**Deposit** \_\_\_\_\_ **Rec. #** \_\_\_\_\_ **Balance** \_\_\_\_\_ **Rec. #** \_\_\_\_\_

STATE OF NORTH CAROLINA  
COUNTY OF CUMBERLAND

This Facility Rental Agreement (this "Agreement") made and entered into this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between Airborne & Special Operations Museum Foundation ("ASOMF"), party of the first part, and \_\_\_\_\_, with an address of \_\_\_\_\_, party of the second part ("LICENSEE").

WITNESSETH: That for and in consideration of the rental fees and charges identified herein, paid by LICENSEE to ASOMF, and in further consideration of the terms and conditions hereinafter set forth, ASOMF does hereby let and lease unto the LICENSEE, the premises hereinafter referred to, subject to the Terms and Conditions attached hereto and incorporated herein by reference. Any amendments, alterations, or modifications to this Agreement must be set forth in a writing signed by both ASOMF and the LICENSEE. ASOMF and the LICENSEE both further agree to resolve issues that may arise that are not contemplated in this Agreement or the attached Terms and Conditions.

1. ASOMF shall provide certain ASOM premises identified below for the use of the LICENSEE, on \_\_\_\_\_ [date], beginning at \_\_\_\_\_ [time], and ending at \_\_\_\_\_ [time] on \_\_\_\_\_ [date]. If any property of the LICENSEE, the LICENSEE'S guests, or LICENSEE'S vendors and/or caterers remains on the ASOM premises following the contract end time, ASOMF reserves the right to charge additional fees for LICENSEE'S failure to vacate the premises at the time designated in this Agreement.

It is the LICENSEE'S sole responsibility to plan for the timely start and finish of the event. Beginning the event late, or ending the event late, does not in any way entitle the LICENSEE to extend the contract end time.

2. LICENSEE has selected the following locations for LICENSEE'S event within the ASOM:

- Main Lobby \$ \_\_\_\_\_
- Yarborough-Bank Theater \$ \_\_\_\_\_
- Reflection/Memorial Garden \$ \_\_\_\_\_
- Parade Field \$ \_\_\_\_\_
- Video Theater \$ \_\_\_\_\_
- Conference Room \$ \_\_\_\_\_
- Other \_\_\_\_\_ \$ \_\_\_\_\_
- Total event space cost** \$ \_\_\_\_\_

**Overage Fees.** Subject to the expressed prior approval, at the ASOMF's sole discretion, use of the above-identified premises in excess of four hours may be granted at the rate of \$100/hour. If not agreed otherwise, a fee of 25% of the primary space fees will apply for every fraction of an hour that LICENSEE'S usage of the premises extends past the event end time identified in Section 2, Paragraph 1 above.

3. LICENSEE has selected the following additional items and/or services:

- Yarborough-Bank Theater \$ \_\_\_\_\_
- Motion Simulator and operator \$ \_\_\_\_\_
- Theater/Simulator Combination \$ \_\_\_\_\_
- Sound System \$ \_\_\_\_\_
- Wired microphone \$ \_\_\_\_\_
- DVD/Projector \$ \_\_\_\_\_
- Blue/silver chairs - # \_\_\_\_\_ \$ \_\_\_\_\_
- Blue/black chairs - # \_\_\_\_\_ \$ \_\_\_\_\_
- Black vinyl chairs - # \_\_\_\_\_ \$ \_\_\_\_\_
- 8' white resin table - # \_\_\_\_\_ \$ \_\_\_\_\_
- 6' resin or wood table - # \_\_\_\_\_ \$ \_\_\_\_\_
- 3' resin adjustable height - # \_\_\_\_\_ \$ \_\_\_\_\_
- Other / Docent or Theater Operator \$ \_\_\_\_\_
- Total additional items/services cost** \$ \_\_\_\_\_

4. **Facility rental rate.** LICENSEE agrees to pay the following rental rates and fees:

- Event space \$ \_\_\_\_\_
- Additional items/services \$ \_\_\_\_\_
- Cleaning fees \$ \_\_\_\_\_
- TOTAL** \$ \_\_\_\_\_

The LICENSEE shall pay by credit card or check to ASOMF a rental charge of 25% of rental fee which is due and payable at the time this agreement is signed by ASOMF and LICENSEE, and the remainder to be paid on or before \_\_\_\_\_[date]. Full and total balance is due 30 days prior to event. LICENSEE will be notified and reminded by phone within 24 hours of the deadline. If no response, the credit card on file will be charged to satisfy the financial commitment. Event will be cancelled if payment is not received 30 days prior and there are no refunds. LICENSEE must cancel the event reservation in writing to the ASOMF 30 days or more prior to the event date. Otherwise, all monies paid toward the event will become a donation to the ASOMF.

5. The LICENSEE shall pay a security deposit of \$250. The security deposit is not applied to actual rental charges but is applied to damages related to the event. Any remaining security deposit amount will be refunded in accordance with the attached Terms and Conditions.
6. The LICENSEE shall provide to ASOMF details related to LICENSEE'S set-up plans at least ten (10) days prior to the date of the event.
7. The LICENSEE shall comply with the Terms and Conditions of this Agreement, as printed on the attached sheet(s) and made a part of this Agreement as fully as if set forth herein. In the event that the LICENSEE shall violate any of the Terms and Conditions referred to herein, ASOMF may immediately terminate this Agreement and require that the LICENSEE vacate the ASOM premises immediately.
8. The LICENSEE shall accept financial responsibility for any and all damages to the ASOM premises or the personal property, equipment, displays, exhibits, etc. contained therein or situated anywhere thereon, to the extent such damage is caused by the LICENSEE'S employees, vendors, caterer, agents, or guests.
9. The LICENSEE shall indemnify and hold harmless ASOMF, ASOM, the United States of America, and the City of Fayetteville for any claim or claims of injury to persons or property arising out of and in connection with the use of the facilities hereinabove referred to by the LICENSEE or LICENSEE'S event which is the subject of this Agreement. This indemnification shall include reimbursement to the ASOMF, ASOM, the United States of America, and/or the City of Fayetteville, as applicable, for all reasonable costs arising out of said claim or claims.
10. Certificates of General Liability Insurance required by the Terms and Conditions must be furnished to ASOMF no later than 15 days prior to the event. LICENSEE agrees that unless Certificates of General Liability Insurance are timely furnished to ASOMF, ASOMF retains the right to terminate this Agreement.



11. The LICENSEE agrees that he/she: *(Please choose one of the following options.)*

*(Option 1)* Will NOT be serving ANY type alcoholic beverages – no permit required

\_\_\_\_\_  
Signature Date

*(Option 2)* Will be serving beer/wine and/or hard liquor through LICENSEE'S Caterer - Necessary permits will be furnished to ASOMF no later than 15 days prior to the event.

\_\_\_\_\_  
Signature Date

LICENSEE agrees that in serving alcohol, if applicable, he/she will carefully monitor the amounts served so that any guest who is or appears to be intoxicated will not be served and no alcohol of any type will be served to any person younger than 21 years of age. Proper identification will be required of any individual prior to serving said individual an alcoholic beverage.

\_\_\_\_\_  
Signature Date

12. LICENSEE agrees that, unless notification to ASOMF of the intent to serve alcohol and that proper permits have been received by ASOMF, no alcoholic beverages will be allowed on the ASOM premises.

In testimony whereof, the parties hereto, intending to be legally bound, have caused this Agreement, along with the attached Terms and Conditions, to be duly executed.

FOR LICENSEE:

\_\_\_\_\_  
LICENSEE'S signature Date: \_\_\_\_\_

\_\_\_\_\_  
LICENSEE'S name printed

FOR LICENSOR: Airborne & Special Operations Museum Foundation

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_



## AIRBORNE & SPECIAL OPERATIONS MUSEUM FOUNDATION FACILITY RENTAL TERMS AND CONDITIONS

The ASOMF is a North Carolina 501(c)(3) non-profit corporation and provides marketing and advertising efforts in support of the ongoing mission of the U.S. Army Airborne & Special Operations Museum (ASOM). The Foundation conducts private and public fundraising efforts in support of this mission, ongoing ASOM programs, and future exhibit support. These Terms and Conditions are entered into in addition to the Facility Rental Agreement to which these Terms and Conditions are attached. The Facility Rental Agreement is incorporated herein by reference. To maintain the safety of ASOMF's property and guests, the following Terms and Conditions have been established for all ASOMF's property and/or facility rentals and use

### APPEARANCE OF THE MUSEUM

No guarantee can be made by the ASOMF or the ASOM regarding the collections, displays, exhibits, or otherwise installed at the ASOM at any given time. Neither the ASOMF, the U.S. Center of Military History, nor the United States Army shall have any liability to LICENSEE or any other person for the appearance of the ASOM grounds or the various exhibits on display.

### INCLEMENT WEATHER

ASOMF shall not be liable for any changes or cancellations resulting from inclement weather. LICENSEE is expected to have an inclement weather back-up plan for any outdoor activities. The back-up plan must be discussed with ASOMF prior to the event.

### SECURITY

The museum will provide off-duty law enforcement officers on site during all usage time by the group to ensure a safe and secure environment. We reserve the right to add additional security personnel at no cost to the renting party in order to protect the museum. The security officer is not always required for events during normal operating hours of the museum.

This policy, as well as all other required safety, security and fire regulations will be enforced.

The security officer has overall jurisdiction for noise level (Band/DJ). Extreme levels can and will set off alarms located in the museum.

### EVENT RESTRICTIONS

The use of the museum spaces and property must be carefully controlled and in certain cases restricted. Use of the facility by any group will be subject to the approval of the museum Foundation's Executive Director. The museum is not responsible for any items or property belonging to its guests that are lost, stolen, damaged or destroyed while on the museum's premises.

The ASOMF reserves the right to deny rental to any group.

- The museum is a smoke-free facility

- Briefings/meetings during business hours cannot disrupt daily operations
- Vehicles are NOT permitted to park in the main entrance circle
- Food and Beverage are NOT allowed anywhere but what is coordinated.
- Political and religious events are prohibited
- Fundraising activities are not allowed except to benefit the museum
- No flash photography is permitted in the gallery areas; Professional photographers must receive advance permission from the ASOMF.
- No helium balloons, cooking or decorative torches, fire lit candles, confetti, rice, bird seed are allowed in museum. The use of nails, tape, adhesive of any kind for decorations is specifically prohibited.
- The use of the museum's logo is not permitted.
- No sale of goods or services is permitted; No presentation of goods or services for the intent of future sales is permitted. No monetary exchanges may be conducted on museum grounds for any purpose (food or beverage) between event host, guests, and vendors.
- Regularly scheduled meetings are allowed with a rental agreement
- Live animals (with the exception of Service animals) are prohibited due to the potential harm to artifacts
- Live plants are limited to the Memorial Garden
- Attendance by reporting media must receive prior approval from ASOMF
- Group is responsible for possible additional costs of insurance, permits, and licenses
- ASOMF allows music to be played, whether live band, DJ, or otherwise. Any music played shall not exceed reasonable levels in volume since it will set off gallery alarms

### **EVENT LOGISTICS and Set up**

Set up begins at 4:00pm on the day of the event. You will be notified when set-up may begin.

Due to the unique layout of the museum, and regulations of local fire ordinances, we will assist you and your caterer in developing the most efficient, smooth flowing set up/floor plan for your event.

### **Delivery/Loading Dock**

- Vehicles are not permitted to park or remain on the loading dock or on the main entrance circle
- Deliveries/pick up must be prearranged 10 business days in advance of the event (Tues.-Fri. 10am-3pm only)
- Any tables and chairs permitted to stay on site must be picked up before 10:00am the next day
- All pick up/deliveries must be scheduled during the museum's regular business hours
- All pickup/deliveries must use the loading dock located on the Hillsboro Street service entrance
- All food, beverages, and soiled dishes of the host and caterer must be removed from the museum immediately following the event
- Any equipment delivered cannot block emergency fire exit pathways or doors
- The museum is not responsible for lost or damaged equipment

### Parking

- The ASOMF shares the parking lot with the North Carolina Veterans Park (NCVP) and Amtrak and will always take into consideration the use of the parking lot for visitors of the NCVP and Amtrak passengers.

### SET UP AND DECORATIONS

- No helium balloons, cooking or decorative torches, fire lit candles, glitter, confetti, rice, or bird seed are allowed in museum. The use of nails, tape, adhesive of any kind for decorations is specifically prohibited.
- No type of pyrotechnic equipment to include cooking torches or fog machines may be used as they interfere with our fire safety system
- Set up and take down time will be included in the total usage time
- Self-adhesive name tags are NOT permitted in the museum
- Only free-standing decorations are permitted; **nothing may be attached to any surface**, by any means
- No decorating is permitted on any museum displays or anywhere in the main exhibit gallery
- Tents for outside areas are permitted; all required permits and final scheduled inspections must be filed with the Fayetteville Fire Department and sent to the museum two weeks prior to the event; tent locations must be pre-approved by the ASOMF, and final inspection by the Fire Marshal must be done on-site
- Complete layout and decoration information must be provided at least 30 days prior to the event and approved by the ASOMF
- All power requirements must be identified in writing 30 days prior to event and confirmed 15 days prior to the event and approved by the ASOMF; Power in excess of our capability may require the host/caterer/DJ/band to provide an additional approved power source

### CLEANING

- All tables, chairs and equipment must be removed or broken down from the reception area
- Caterer must provide trash bags for trash collection and removal
- Caterer must remove all trash from the museum immediately following the event and place in the dumpster located in the loading dock area
- All decorations must be removed immediately following the event
- Cleaning requirements that exceed normal wear and tear of an event will be billed to the renting group and/or withheld from security deposit

### PAYMENTS, REFUNDS, DEPOSITS & CANCELLATIONS

- Reservations are made on a first-come first-serve basis with a signed contract, acceptance of the required security deposit along with all ASOMF approvals upon receipt of a security deposit
- A separate security deposit in the amount of 25% of the total rental cost is required at the time of reservation. A refundable \$250 security deposit for damages is due with your total balance and is payable by credit card.
- Balance is required to be paid in full 30 days prior to the event date
- If cancellation is received in less than 30 days, all monies will become a donation to the ASOMF.

- The Foundation only accepts Visa, MasterCard, American Express, or Discover for the security deposit. All other rental fees may be paid with cash, check or credit card.
- **All funds are payable to: ASOMF**

The Security Deposit will be refunded (without interest) within 4 weeks following the event, less (1) charges for damages incurred by the ASOMF, by the LICENSEE, the LICENSEE'S guests or vendors, as determined solely by ASOMF and (2) additional cleaning fees incurred by ASOMF due to LICENSEE, guests, or Vendor's acts or omissions necessitating cleaning beyond ordinary wear and tear of the event, as reasonably determined by ASOMF in its sole discretion. Should the cost of repairs, damages or cleaning exceed the amount of the Security Deposit, the LICENSEE shall be billed for the difference using the credit card on file. The Security Deposit refund will be issued by check. LICENSEE is responsible for informing ASOMF of any changes to the mailing address on the Facility Rental Contract.

*No rental fees, or security deposit, if rental fees are not paid in full, will be refunded for events cancelled by the LICENSEE within 30 days of the start of the event rental. Exceptions may be made by ASOMF, in its absolute and sole discretion, on a case by case basis.*

**Force Majeure:** If ASOMF is unable to perform its contracted obligations prior to the commencement of the event due to the interruption of essential services caused by disaster, inclement weather, government regulation, war, civil unrest or other emergencies of safety and security, ASOMF will notify the LICENSEE immediately upon making this determination, and refund all funds paid by LICENSEE, including the Security Deposit, within four weeks. No other recourse will be available for LICENSEE from ASOMF, and LICENSEE agrees to hold harmless ASOMF and the United States of America should any cancellation be necessary.

### **INSURANCE REQUIREMENTS**

Commercial general liability insurance shall be provided by the sponsoring organization with coverage limits of no less than \$1,000,000.00 combined single limit for bodily injury (including death) and property damage.

**NOTE: Ensure you inform the insuring carrier if you plan on serving alcohol at your event, in which case dram shop liability coverage in the same minimum limits will be required.**

A certificate of such insurance coverage with a carrier and in a form satisfactory to the museum shall be submitted to the ASOMF office not less than 15 (fifteen) days prior to the date of the event in accordance with the Timeline Checklist. For military groups a memorandum from a Field Grade Officer in the chain of command stating they are hosting the event and are responsible for any and all damages incurred by the event will suffice instead of the certificate of liability.

The Insurance Policy shall name the Airborne & Special Operations Museum Foundation, the Department of the Army, and the City of Fayetteville as additional insured and must preclude any right of subrogation against such agencies and its officers, employees, representatives, and agents. If not acceptable, the ASOMF may cancel the reservation.

For events that are deemed out of the ordinary or posing a higher level of risk, the ASOMF has the right to require \$5,000,000.00 combined single limit for bodily injury (including death) and property damage.

### **INDEMNIFICATION/LIABILITY**

LICENSEE agrees to indemnify, defend, and hold ASOMF and its landlord, building owners, officers, employees, and agents; the US Army Garrison (USAG) Fort Bragg; the United States Army Center of Military History (CMH); the United States of America; and the City of Fayetteville harmless of and from any liabilities, costs, penalties, or expenses arising out of and/or resulting from the rental and use of the premises, including but not limited to, bodily injury, illness, property damage, and/or theft. By accepting the terms outlined herein, LICENSEE cannot hold ASOMF or the United States of America responsible for failure to provide the basic facilities and services described herein due to emergencies, catastrophes, or interruptions of public utilities except as described above for “Force Majeure” events. In the event ASOMF, its landlord, building owners, officers, employees and/or agents; U.S. Army Garrison Fort Bragg; U.S. Army Center of Military History, or the United States of America are required to file any action in court in order to enforce any provisions of this Agreement, LICENSEE agrees to pay ASOMF, its officers, landlord, building owners, employees and/or agents; U.S. Army Garrison Fort Bragg; U.S. Army Center of Military History; and the United States of America all reasonable attorney fees, court fees, and costs of suit incurred thereby, including all collection expenses and interest due.

### **FOOD BEVERAGE/ALCOHOL SERVICE**

**The ABC laws of the State of North Carolina must be strictly adhered to.** All food and beverages provided and consumed on ASOM premises must be coordinated through and supplied by Fort Bragg MWR’s Catering and Conference Center, or, if unavailable, then by one of the ASOMF’s preferred caterers. All alcoholic beverages must be kept within the event rental area. All persons consuming alcohol must carry a valid driver’s license issued by a state governmental agency, military ID, Passport or a North Carolina Identification Card. Food and alternative beverage(s) must be available for the duration of any event serving or selling alcoholic beverages. It is the responsibility of the licensed alcohol server to curtail service of alcoholic beverages when necessary. The ASOMF staff may curtail service of alcoholic beverages to anyone on the premises at any time.

As a general rule, LICENSEE will contract with a preferred caterer for all food and beverage service.

NO OUTSIDE FOOD OR BEVERAGES, TO SPECIFICALLY INCLUDE ALCOHOLIC BEVERAGES ARE ALLOWED or may be consumed on the premises at any time. Forfeiture of LICENSEE’S entire security deposit may result from LICENSEE or any guest of LICENSEE’S bringing any outside alcoholic beverage(s) onto ASOM premises or consuming same on ASOM premises. ASOM premises includes parking lots, outside common areas, in addition to all ASOM facilities and grounds.

### **ALCOHOL PERMITS**

#### **NO ALCOHOL IS PERMITTED ON GROUNDS DURING NORMAL HOURS OF OPERATIONS**

The sponsoring organization must obtain a permit from the Alcoholic Beverage Control (ABC) Commission. The permit must be presented to the ASOMF not less than 15 (fifteen) days prior to the date of the event in accordance with the Timeline Checklist.

Alcoholic beverages may be dispensed at the museum by sponsoring organizations provided that the organization:

- Obtains a permit from the ABC Commission, if required by law in accordance with the “ABC Laws” in the North Carolina General Statutes
- Provides or its catering service provides, dram shop liability insurance in maximum coverage limits and in which the carrier agrees to defend, save harmless, and indemnify the Airborne & Special Operations Museum Foundation, the Department of the Army, and all officers, employees, representatives, and agents of such groups from any and all financial loss, damage, or harm arising out of the dispensing of alcoholic beverages.
- Displays a copy of the ABC permit at the museum information desk during the event
- Insures that alcoholic beverage servers are in compliance with the “ABC Laws” in the North Carolina General Statutes and takes required and proper precautions to ensure that guests are not served in appropriate amounts of alcohol and to ensure that no one under 21 years of age is served alcohol
- No monetary exchanges may be conducted on museum grounds for any purpose (alcohol, goods & services) between event host, guests, and vendors. This excludes cash bars and bartender service tips.
- Alcohol service will cease 30 minutes prior to end of event
- Agrees to all conditions of this document and all its provisions

In the event that any preferred caterer does not maintain appropriate, necessary licenses to serve alcoholic beverages on ASOM premises, the North Carolina ABC laws require a Limited Special Occasion Permit to be obtained per event by the responsible party. The permit can be applied for online at [www.ncabc.com/permits](http://www.ncabc.com/permits). The permit and fee is the responsibility of the LICENSEE and a copy of the permit shall be given to ASOMF and the preferred caterer 15 days before the event. The original permit must be available for display at the event in accordance with North Carolina ABC law.



## AIRBORNE & SPECIAL OPERATIONS MUSEUM FOUNDATION

### VENDOR GUIDELINES

#### SECTION 3

The following guidelines have been compiled to assist you in understanding the requirements of all vendors hired for events held at the U.S. Army Airborne & Special Operations Museum. This policy, as well as other required safety, security and fire regulations will be enforced. All guidelines in the *Facility Rental Information* packet apply to all vendors, their owners, and staff:

- Smoking is **not** permitted within the U.S. Army Airborne & Special Operations Museum.
- No parking is allowed in the loading dock areas. All parking for caterer and their employees is at their own discretion and responsibility.
- Electrical requirements must be submitted in writing, approved, and prearranged 15 business days in advance of the event.
- Deliveries must be prearranged 10 business days in advance of the event (Tues.-Fri., 10am-3pm only).
- Deliveries (including vendors) must use the Hillsboro Street loading dock entrance.
- Please be advised that the museum has limited material handling capabilities (i.e.: pallet jack, handcart, utility carts) for loading and unloading.
- The loading dock must be cleared immediately after loading/unloading.
- For the safety of your staff and the museum, efficient use of the back dock garage door is mandatory. We ask that use of this door be limited, and only be opened half way during the loading/unloading process.
- Equipment drop-off location and time must be approved in advance.
- All vendors are permitted to begin set-up in the lobby of the museum after 4:00p.m.
- Food stations, bars, tables, and chairs are not permitted in the permanent and temporary galleries.
- Host/coordinator or caterer is responsible for rental of all tables, chairs and linens including setup and breakdown of tables in designated approved area; all equipment must be in good working condition
- Catering staff must provide trash bags and adequate table bussing service until the end of the event.
- Caterer is responsible for cleaning and removal of all refuse, equipment and surplus food immediately following the event.
- The museum will provide the caterer with three (3) industrial size garbage cans. At the end of the event, these canisters will be returned to the museum empty and cleaned.
- All trash will be removed from the museum by the caterer in garbage bags and placed in the dumpster located outside by the loading dock.
- No helium balloons, fog machines, cooking or decorative torches, fire lit candles, glitter, confetti, rice, bird seed are allowed in museum. The use of nails, tape, adhesive of any kind for decorations is specifically prohibited.



- **Cooking is permitted in the kitchen area only.** Grilling, broiling and frying are permitted in a designated outdoor area **with ASOMF approval**, along with protected ground covering, and proper emergency equipment.
- All emergency exits must be kept clear of all equipment.
- The kitchen will be cleaned and kept in exceptional order by the caterer and staff.  
All china, glass and silver are to be provided by the caterer or party supply company unless otherwise approved by the ASOMF.
- **Alcohol service will end 30 (thirty) minutes prior to the end of the event.**

\*\*\*The renting organization is responsible for any damage to the museum resulting from the moving of equipment and/or resulting from activities of all contracted vendors. Based upon inspection by approved museum personnel, additional charges will be assessed for any damages\*\*\*

**Note: In case a question arises that is not addressed in these guidelines, the ASOMF staff has final authority.**

#### **PREFERRED VENDOR REQUIREMENTS**

As the ASOM is an Army facility first right of refusal for catering will be given to the Fort Bragg MWR's Catering and Conference center. If MWR is not able to fulfill the requirements of the event other vendors may be used. All caterers are required to attend a walkthrough/orientation, provide a copy of business license, general liability insurance and copy of "off-site" liquor license (if applicable). Caterer is also required to have a signed copy of the *Museum & Vendor Agreement* on file.

## Museum & Vendor Agreement

I, \_\_\_\_\_ understand and accept the terms included in this document, the U.S. Army Airborne & Special Operations Museum Foundation's *Facility Rental Information*. I have briefed my employees, owners, and clients on the information provided in this document. I understand that these terms are subject to change at the discretion of the Airborne & Special Operations Museum Foundation.

I take full responsibility for my behavior and the behavior of my employees. I also take full responsibility for all materials rented, delivered, or otherwise used on museum property and for their property disposition. I take full responsibility for any and all liability, loss cost, and/or damage resulting in any way from my rental or use of the museum.

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Address Phone

\_\_\_\_\_  
Company representative/Owner Date

\_\_\_\_\_  
Foundation Executive Director Date

### **PREFERRED VENDOR CONTACT INFORMATION**

The renting organization is responsible for any and all damage to the museum resulting from the moving of equipment and/or resulting from activities of all contracted vendors. All contracted vendors must comply with the Vendor Guidelines in this document. Based upon inspection by approved museum personnel, additional charges will be assessed for any damages or excessive clean up.

#### **List in no way endorses one company over another:**

##### **Dorothy's Catering: 910-302-1871**

<https://www.dorothyscatering.com/>

Email: [dorothyslegacy@gmail.com](mailto:dorothyslegacy@gmail.com)

Jelisa Montalvo, owner

Full service

##### **Carrabba's Italian Restaurant: 910-486-9300**

Website: <https://www.ezcater.com/store/caterer/pvt/120400278?c=carrabbas-italian-grill-fayetteville-sycamore-dairy-rd>

Ryan Tucker, general manager

##### **King Rental: 910-323-1158**

Tents, linens, tables and chairs, dinnerware

Website: <https://www.kingpartyrentals.net/>

Tom Rogers, owner

Email: [rogerskingrent@gmail.com](mailto:rogerskingrent@gmail.com)

##### **Saam's Party Tents: 910-864-4633**

Tents, linens, tables, chairs, dinnerware

Website: <https://www.saampartytents.com/>

### **Helpful Information for Outdoor Events**

**Tents:** Fayetteville Fire Department (910) 433-1730/1738

**Square footage below is maximum allowable without requirement of permit. This is subject to change and YOU should verify with the Fire Department on latest requirements.**

- 200 Square foot with sides
- 400 Square Foot without sides
- Up to 700 Square Foot without sides with 12-foot clearance from any structure or other tent

Sign and Banners: Zoning Department (910) 433-1705

Park Usage: Fayetteville Recreation Department (910) 433-1547

Food Handling: Cumberland County Health Department (910) 433-3600