

**EVENT NAME:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**Runway 4 Events Center, Spokane  
Facilities Use Policies and Agreement  
01192024**

Welcome to Runway 4 Events Center, a property of Felts Field Development, LLC ("Runway 4"). Thank you for your interest in our facility. By renting our space for your function, you reward your guests with a unique venue and help us fulfill our mission.

1. Runway 4 often features displays of rare aircraft. We expect appropriate conduct during private events.
2. If you desire exclusivity for your event, special arrangements must be made in advance. Facility rental events must end before 11:00 pm unless special arrangements are made in advance.
3. For security and safety reasons, access to the outside of the hangar on the airport side is restricted. A staff person will explain airport security rules.
4. You will have an opportunity to request display aircraft and a layout. Runway 4 will do its best to accommodate your request, but it is not guaranteed that the aircraft requested will be available during your event.
5. Runway 4 does not have an exclusive catering agreement. You are welcome to contract with the caterer of your choice or provide your own food and beverages. Proper food and beverage permits are required and must be obtained by your organization. The facility does not have a commercial kitchen and requests that all kitchen prep be done in advance of your arrival. Water and ice are available. The museum does not have an exclusive event rental resource provider. All rental deliveries are scheduled in advance to ensure proper onsite management. Runway 4 does not have excess storage space, so rental and all other equipment must be removed promptly, usually on the day following the event.
6. Alcohol service is allowed only if the appropriate permits and/or licenses are obtained. The event host is responsible for ensuring excessive quantities of alcohol are not consumed. The Runway 4 staff reserves the right to halt alcohol service. Alcohol may not be consumed on museum premises prior to the official commencement of the event. Runway 4 reserves the right to hire professional security (and pass on the cost) to mitigate the risk of over-indulgence or damage to property.
7. Guests will exhibit appropriate conduct on the premises as well as around adjacent buildings and parking lots. Failure to comply with any reasonable requests by staff regarding fixtures and equipment, noise volume or conduct will result in immediate presence of law enforcement.
8. Staff will be available for event set-up and clean up. Rental guests are in charge of their own decorations and food. Staff will assist with guest reception, exhibits, lights, heating, electrical, audio resources and proper security. Set-up generally will occur on the day of the event. Staff will ensure proper cleaning and restocking of restrooms, mopping of floors, aircraft movement, dusting and related activities.
9. All amenities are to be negotiated prior to the event. Tables and chairs are available for your use on-site. Linens are available for your convenience. Laundering costs will be deducted from your security deposit at the rate of \$15 per linen. Audio tie-in is available. We do not allow use of tape on the hangar floor or candles or open flames of any kind with the exception of Sterno used for food heating an acceptable distance from aircraft.
10. A limited amount of post-event clean-up is the responsibility of the event host. This includes clearing tables and removing all décor and event-specific resources. Runway 4 staff will disassemble and move all furniture and reposition all aircraft.
11. If the facility rental is cancelled more than thirty days prior to the event date, 50% of the Facility Rental will be refunded.

12. A security deposit of \$750 will be due at the time of the reservation and will be refunded less any charges for event expenses incurred by Runway 4.
13. Runway 4 is not responsible for any Acts of God such as extreme high or low temperatures, winds, flooding, earthquakes, tornadoes, hurricanes, lightning, power failures, pandemics, disease, fire or terrorism. We take every precaution to provide a safe, comfortable and enjoyable environment for our visitors and guests.
14. We also require that any bag, purse or container brought onto Runway 4's premises be available for search if the staff feels it is necessary for the safety of our guests. We also ask that all guests dress appropriately. This is a family-oriented public place. We hope everyone has an enjoyable experience.
15. Event representatives are responsible for supplying one chaperon for every 10 guests 17 years old and under.
16. The agreed rental rate for use of the facility on this occasion is \$\_\_\_\_\_ USD, \$\_\_\_\_\_ of which is payable by credit card or check on execution of this agreement. Addition of a festival tent increases the total rental by \$1,000 and the deposit by \$500.
17. Non-Profits and Fundraisers may elect to pay 6% of total receipts (including sponsorships) in lieu of facility fees. A deposit of \$750 is required to reserve dates.
18. The following items are prohibited in our facility: glitter, feathers, confetti and pine needles. Balloons must be weighted and secured.
19. You are responsible for all damages to the premises, aircraft and personal property during the set-up, conduct and teardown of the event. This agreement becomes a commitment to Runway 4 only after receipt of required payments and a Certificate of Insurance naming Felts Field Development, LLC, as an additional insured party for general liability coverage of a least One Million Dollars (\$1,000,000)

Event Name: \_\_\_\_\_ Date: \_\_\_\_\_

Time of Event: \_\_\_\_\_ Number of Guests: \_\_\_\_\_

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

Contact Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

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

Runway 4 Staff: \_\_\_\_\_ Date: \_\_\_\_\_

First half paid: \_\_\_\_\_

Planning meeting scheduled: \_\_\_\_\_

Second half final paid: \_\_\_\_\_