Please plan your event during Heritage Center business hours, to include set up and tear down. 
**One hour before and after event are allocated for preparations, setup and tear down.**

(Business hours: Tuesday – Saturday, 10am -5pm)
Special arrangements can be made for other than duty hours, but please understand due 
To our very limited volunteer staff, we cannot accommodate all requests.

**Dates cannot be confirmed until this form is presented to the Heritage Center administrative staff**

Title of Event/Ceremony: ______________________________

Event Recipient ______________________________

Date/Time (start-end) ______________________________________

POC: ______________________________ Number of Guests: ____________ 200 Maximum

Full name of person in charge of setup/teardown

The Heritage Center has the following items available for use:

- Space available for ceremony
- Chairs (200 count)
- Two High Back Leather chairs
- Tables (17 count)
- Podium
- Wireless sound system w/1 microphone (you will need to provide your own AA batteries -2)
- Conference room (for official party use only)
- Garbage cans (you will need to provide trash bags)

POC will initial the following acknowledgement items:

**Remember this is first and foremost a Heritage Center under the leadership and guidance of the 60 AMC/CC and the National Museum of the Air Force.**

**PLEASE BE RESPECTFUL to all volunteers and staff and do not touch the displays**

**Docents have the authority to stop any activity and ask you to leave if you do not take corrective action to follow the regulations of the Heritage Center. Protecting the artifacts is our priority first and foremost. It is a privilege and an honor to have an even in this facility, treat it as such.**

**Please do not park in the employee parking lot (located on the East side of the building). Have all your guests and personnel park in the larger main visitor parking lot located on Burgan Blvd. Guests will be asked to move their vehicles if parked in the museum staff lot.**

**Please bring all office and table supplies i.e., tape scissors, garbage bags, two AA batteries for microphone, flags, table settings) need for your ceremony. We do not supply table clothes, silverware, plates, decorations, serving utensils or anything of that nature.**

**Please keep mind, the rest of the museum is open to our visitors. We recommend you post someone at the door to direct your guests to the ceremony and our visitors to the staff entrance.**

Please complete both sides
DO NOT ALTER, MOVE, CHANGE OR TOUCH any of the displays to include flags and the chocolate bar parachutes. The displays are property of the United States Air Force Museum at Wright Patterson AFB, OH.

DO NOT LAY YOUR COATS, HATS, DRINKS, FOOD PLATES OR ANYTHING ON THE DISPLAYS. We have had too many displays damaged due to actions like this.

Children must be watched at all times. Children and museum artifacts ARE PRICELESS. Please ensure no harm comes to either one of them. (Docents will ask you to remove your children from the building if they are not supervised)

We do not provide refrigeration for food. Please plan your food choices accordingly.

No animals are allowed in the museum except service dogs.

We do not have a snack bar or refreshments. Please ensure your crews are taken care of.

This is an approved facility for serving alcohol. Please remember to ensure that safety measures are taken to protect all personnel in the facility. The Heritage Center staff is not responsible for the behavior of any participants of the event.

If something is damaged, please bring it to the staff’s attention immediately.

Please ensure you clean up after your ceremony. Empty the trash cans and place new bags in the cans. Police and sweep the floors for any food or drink that may have dropped.

Check with one of our staff before you leave to verify the area has been cleaned, equipment used put away and the area returned to its original condition.

Everything provided for you by the Travis Heritage Center is FREE OF CHARGE,

**DONATIONS to the Travis AFB Heritage Center are greatly appreciated**

*Please note:* if anything is left unattended, not cleaned, or damaged you will be called to take care of the issue immediately. If you cannot be reached for any reason, your chain of command will be contacted to correct the issue.

If you have any questions concerning hosting an event at the museum, feel free to call at 707-424-5883 or email at heritagecenter1214@live.com.

Travis Heritage Center
461 Burgan Blvd, Bldg 80
Travis AFB, CA 94535

Fill out both sides of the form, then bring it to the Museum office, email it to heritagecenter1214@live.com, or send to:

POC Signature

POC Printed Name

POC Cell Phone

POC duty/work phone

POC Squadron/office

Supervisor’s name

Duty Phone