



## MUSEUM CLUBHOUSE RENTAL

The Wings of History Clubhouse was the former home of the Morgan Hill Airmen, which was originally located at the Morgan Hill Airport off 101 at Cochrane. The building consists of a main room with ADA-compliant bathrooms, a meeting area, a covered patio, a play area, and a kitchen with plenty of workspace. It is located off 101 at the San Martin Ave. Exit between Morgan Hill and Gilroy and across the street from the San Martin Airport. The Clubhouse is a wonderful location to have an anniversary party, bridal or baby shower, memorial, club/business meeting, birthday party, boutique, or craft/art show. All fees and insurance policy must be paid and provided one week (7 days) prior to the event.

### LOCATION

Wings of History Clubhouse  
12777 Murphy Ave  
San Martin, CA 95046  
Hours Available: 10:00 AM - 10:00 PM

### MAILING ADDRESS

Wings of History Museum  
P.O. Box 495  
San Martin, CA 95046  
Email: [wohoffice@sbcglobal.net](mailto:wohoffice@sbcglobal.net)  
office: 408-683-2290 (Tues/Thurs 10-3)

### AMENITIES

Main Clubhouse  
Covered Patio & Grass Area (to the EAST)  
Access to Outdoor Play Area (to the WEST)  
Kitchen  
Access to ADA Restroom  
Wheelchair Accessible

### ALSO INCLUDED IN RENTAL:

~60 Chairs  
18 - a6 ft Rectangular Tables  
TV/Screen  
Use of 1 garbage can and 1 recycle bin

### CAPACITY

Maximum of 75 people  
50 people (seated indoors)

### RENTAL FEES

Full Day (10:00 AM-10:00 PM)      \$600.00  
Refundable Cleaning Deposit      \$200.00

These fees must be paid one week prior to the event.

NOTE: Wings of History Members\* receive a 25% discount.

\*Excludes Student and prorated memberships

### SECURITY DEPOSIT and INSURANCE

A non-refundable \$50.00 Security Deposit is required with your signed contract to reserve your date. You must also provide a copy of event insurance to the museum one week before your event.

### GROUP MEETINGS

For Groups who arrange to meet at the Clubhouse on an ongoing basis.  
\$50.00 per meeting, per group



## RENTAL GUIDELINES and AGREEMENT

1. The Wings of History (WOH) Clubhouse and Museum are smoke-free buildings
2. Drugs or drug use is not allowed on the Museum Grounds
3. Alcohol is permitted in the Clubhouse, but must never be served to minors
4. Confetti or rice is not to be used within the museum facility or on the museum property.
5. All renters will conduct their functions between the hours of 10:00 am and 10:00 pm.
6. Music/Noise should be kept to a tolerable level for neighbors
7. Please use the Museum parking lot and the gravel area in directly in front of the Museum for guest parking. Avoid parking in neighbors' yards or driveways. **NO PARKING OR DRIVING ON THE GRASS AREA AROUND THE CLUBHOUSE**
8. The Play Area and Restroom facilities are open to our visitors. If your event occurs during our normal business hours (Tues/Thurs 10-3pm AND Sat/Sun 11-4pm), we ask that you accommodate our visitors.
9. Any damage to equipment or facilities, other than from normal use, shall be the responsibility of the Renter the facility. Cost of repairs will be taken from Security Deposit first.
10. All fees for rental of facilities are **payable to Wings of History Air Museum.**
11. A non-refundable **security deposit of \$ 50.00** (fifty dollars) is required to reserve the date.
12. The refundable **Cleaning Fee** of \$200.00 (two hundred dollars) will be returned to the *Renter* if facilities are left in satisfactory condition (as determined by Wings of History staff).
13. An event liability insurance must be obtained by the *Renter one week (7 days)* prior to the event. A copy of the certificate must be provided to the Museum one week (7 days) prior to the date of the event. Policy should be obtained through your homeowner's insurance or a third party like theeventhelper.com. **Wings of History must be included as insured.**
14. Clean-up should consist of all items identified on the attached Clean Up Checklist:
  - All garbage or recycle exceeding the capacity of the existing WOH (One garbage, one Recycle) cans must be removed from the premises by the renter. Do not leave boxes or bags outside or on top of cans.
  - Indemnification: It is an express term of this agreement that the Renter indemnifies the Museum for any costs or damages of any kind incurred by the Museum, as a result of the rental of the facility by the Renter.
  - Cancellation: Cancellation must be received in writing. A refund of any payment or cleaning fee (except Security Deposit) will be given if cancellation notice has been given at least 2 weeks prior to the event.

Initial \_\_\_\_\_



**WINGS OF HISTORY AIR MUSEUM FACILITY RESERVATION FORM**

Name of Person/Group Booking Event \_\_\_\_\_

Name of Contact Person (if different than above) \_\_\_\_\_

Address (needed to send Cleaning Fee) \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Type of Function \_\_\_\_\_

Date of Event (MM/DD/YY) \_\_\_\_\_ Su M Tu W Th F Sa

Event start time: \_\_\_\_\_ am/pm Event end time: \_\_\_\_\_ am/pm

Actual Time Required (include set up and clean up time) From \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

Item	Rate	# of Days	Total
Security Deposit* (non-refundable)	\$50.00		
Cleaning Fee (refundable)	\$200.00		
Daily Rental Rate**	\$600.00		
<b>Total Amount Due</b>	<b>\$800.00</b>		

\*The Security Deposit is required to reserve the date.

\*\*Security Deposit included in Daily Rental rate.

Security Deposit was paid on \_\_\_\_\_ with: Check # \_\_\_\_\_ Cash Credit Card

Signature (WOH staff member): \_\_\_\_\_

Reservation Balance of \$ \_\_\_\_\_ was paid on \_\_\_\_\_ with: Check # \_\_\_\_\_ Cash Credit Card

Signature (WOH staff member): \_\_\_\_\_

Copy of Insurance Policy provided on \_\_\_\_\_

Signature (WOH staff member): \_\_\_\_\_

Cleaning Fee Refund of \$ \_\_\_\_\_ was sent on: \_\_\_\_\_ Check # \_\_\_\_\_

Signature (WOH staff member): \_\_\_\_\_

**Make checks payable to Wings of History Museum**

**Attach this form to the Rental Agreement**