



Richard A. Henson
Aviation Education Center

Facility Rental

Non-refundable deposit due at contract signing to lock in your event date (10% of agreed Rental Fee). Deposit applied towards your total balance. Full balance due 10 business days prior to the event date.

Outdoor Ramp Rental - \$2000 (Nonprofit Rate \$1500)

Includes:

- 4 hours for event
- 2 hours for set-up
- 2 hours for tear-down
- 5 acres of outdoor space (**does NOT include HCC truck area**)
- 2 staff on site
- 8 industrial trash bins with liners

Hangar Rental - \$3500 (Nonprofit Rate \$2500)

Includes:

- 4 hours for event
- 2 hours for set-up
- 2 hours for tear-down
- 2 staff on site
- 8 industrial trash bins with liners

A space of approximately 77' x 74' can be assured for use of the hangar. Depending on the size of the party, the Hagerstown Aviation Museum reserves the right to modify the actual rental size. Additional space can be made by moving aircraft to alternate locations. In the event that, due to the delicate nature of the antique aircraft, the airplanes cannot be moved to an outdoor/alternate location, the minimum allocated space guaranteed would be 5,690' approximately.

Hangar Rental – Small Private Party (birthday, graduation, etc,) - \$400 (4 hr minimum)

Includes:

- 1 hour set-up
- 2 hours for event
- 1 hour for tear-down
- 2 staff on site
- 8 industrial trash bins with liners

Additional Items Available For Rent:

Tables up to 10 available	\$9/table
Chairs up to 50 available	\$2/chair

Additional Fees May Apply:

Large airplane move (nonprofit rate \$100 ea)	\$200 ea
Small airplane move (nonprofit rate \$50 ea)	\$100 ea
Additional parking for events over 120 cars:	\$200/day*

Additional cleaning fees:

Outdoor Ramp:	\$200
Indoor Hangar:	\$500

Additional time can be purchased at a rate of:

Outdoor Ramp:	\$100/hour
Indoor Hangar:	\$300/hour
Small Private Party:	\$100/hour

Additional Information:

All caterers must be licensed and provide a ServSafe Food Handlers Certification
If alcohol is being sold, the renter must obtain a 1-day liquor license from the [Washington County Liquor Board](#). If alcohol is being served, the renter must follow all guidelines put forth by the [Washington County Liquor Board](#).
A copy of Event Insurance COI is needed from Renter. Many options are available online from reputable sources like GEICO and Allstate for low prices.

*Must be able to provide parking attendants