

HOST YOUR EVENT AT CHENNAULT MUSEUM!



KEY FEATURES

- Lobby (accommodates 50)
- Conference Room/Library (accommodates 15)
- Theater (accommodates 50)
- Outside picnic tables
- Tables and chairs available
- Full kitchen & staff assistance available



Event date reserved upon receipt of \$50 non-refundable deposit at least 2 weeks prior to event. Rates vary depending on hours and staffing.

CONTACT US TODAY FOR RESERVATIONS!

(318) 362-5540

caroline@chennaultmuseum.org

LOCATION:

701 Kansas Lane
Monroe, LA 71203



Event Details Sheet

Thank you for choosing Chennault Aviation & Military Museum for your event. Your event date is reserved upon receipt of a \$50 non-refundable deposit at least 2 weeks prior to the event.

9AM-4PM PRICING: We request a donation at your discretion

AFTER HOURS PRICING: \$125 for up to 2 hours, \$50 for every additional hour

Event Contact Name: _____ Organization: _____ # of Guests: _____

Ages of Guests: _____ Requested Date: _____ Requested Time: _____

(Reserved upon receipt of \$50 deposit. Make checks payable to CAMM)

Phone Number: _____ Email: _____

Mailing Address: _____

Occasion (birthday, anniversary, etc.) _____ Name of Event (if applicable) _____

Event Website/Facebook Page Link (if applicable) _____

Will there be food served? Yes / No If catering will be provided, list restaurant: _____

List type of food provided? _____

Will you be providing all serving supplies, plates, flatware and cups? Yes / No

List additional supplies you are requesting the museum to supply:

What time will food arrive? _____ What time will your group leave? _____

of Tables: _____ # of Tablecloths: _____ # of Chairs: _____

What rooms are you requesting? Lobby (accommodates 50) / Theater (accommodates 50) /

Library (accommodates 15), Outside area (picnic tables available)

Would you like a museum tour? Yes / No Do you need microphone capabilities (available in theater)? Yes / No

Will you be doing a Power Point presentation to be shown on the television (available in theater)? Yes / No (Note that you will need to come in and check connection capabilities at least 2 days prior)

Additional Requests: _____

(Requests may result in additional cost which will be discussed upon deposit receipt.)

How did you hear about us? _____

MUSEUM STAFF FILL OUT THE FOLLOWING:

\$50 Deposit Received: _____ **Check #:** _____ **Date of payment received:** _____

Amount of full payment: _____ **Date of full payment:** _____

Notes: _____
