



Delta Air Transport Heritage Museum, Inc. Facility Rental Agreement & Fees

Thank you for your interest in hosting your event at the Delta Air Transport Heritage Museum, Inc. The Museum is a nonprofit 501(c)3 organization and our goal is to preserve the history and heritage of Delta Air Lines and all revenues generated support educational programming, collections maintenance, and administration.

Facilities

Historic Hangars One & Two

The Museum is housed in Historic Hangars One and Two which are located in the Delta World Headquarters complex. Once through Delta's front security gate off of Loop Road, make the first left, go down the hill, and veer to the right. You will see a white and blue canopy at the main Museum entrance. There is plenty of parking in the parking lot. Trucks and delivery vehicles can be temporarily parked near the hangar doors with advance notice.

Address: Delta Air Transport Heritage Museum
1060 Delta Boulevard,
Bldg. B, Dept. 914
Atlanta, GA 30354-1989
(404) 715-7886
(404) 715-2037 fax

Built in 1941, Hangars One and Two were Delta's original Atlanta maintenance hangars. Today, these two hangars are home to the Delta Air Transport Heritage Museum, housing Delta's first 767, a 1931 Travel Air, a 1936 Stinson, one of Delta's first DC-3s, the Museum Store in an L-1011 fuselage, as well as permanent and seasonal exhibits. In Hangar 1 there is a small courtyard setting (known as the Monroe Café) in front of a replica of Delta's first offices in Monroe, LA in 1929. Both Hangars 1 and 2 are warmed during the winter months, but are most comfortable during milder weather due to the indoor/outdoor nature of the building. When planning a summer event, please keep in mind that the hangars are not air conditioned.

Please note that restrooms are located adjacent to Hangar 2 and are handicap accessible.

Capacity:

Monroe Café: Currently set up with 10 wrought iron tables with 4 chairs per table. There is a charge for these tables to be moved out of the café area.

Hangar 1 (including Monroe Café): 100 for seated dinner & 200 for reception.

Hangar 2: 1,500 for seated dinner & 2,000 for reception.

The Spirit of Delta

Parked inside Historic Hangar 2 is Delta's first 767, The Spirit of Delta. Inside this aircraft is a video viewing area, an exhibition space, and a small meeting room. The video viewing area can hold up to 39 people (18 in first class, 21 in economy class). The meeting room holds 12 people. These two spaces may be rented but note that NO food or drink is permitted onboard the aircraft at any time with the exception of bottled water. The meeting room has a television, dvd/vcr player, and telephone.

Reservations

Reservations are made with the Museum at 404-715-7886 during normal business hours, Monday-Thursday 9am-4pm. Reservations are made on a first come, first serve basis.

In order to reserve a Facility, this form must be completed and a credit card deposit is required. The card will be charged when the hangar is reserved. The deposit is fully refundable if cancelled 15 business days prior to the event.

The full balance, less deposit, is due on the day of the event and can be paid by credit card or check.

Equipment & Hangar Set Up

For events over 50 people, bringing in an outside sound system is strongly suggested. The Museum's system is very basic and not as strong as a rented one would be.

There are several 110 and limited 220 volt connections in Hangars 1 and 2. All clients and vendors must supply their own equipment (extension cords, power strips, etc.) All cords must be secured with gaffer's tape.

The Museum has ample open storage and will accept deliveries if arranged in advance. The Museum has a fork lift available to assist with load-in for a minimal charge, but this is only to be driven by a certified forklift driver. Please be advised that there is no special security for this area during off hours.

Alcoholic beverages may be served in the Museum by caterers with liquor licenses and insurance only. This must be cleared through the caterer and Museum Staff must be informed. Cash bars are not allowed in the Museum.

Decorations

Only votive candles may be used in the Museum and cannot be used inside, next to or under an exhibit. No glitter, confetti, rice, birdseed, flower petals, etc.

All equipment and décor must be placed a minimum of three (3) feet from exhibits and their related parts.

Museum artifacts or exhibits may not be moved.

No taping or tacking of decorations or meeting materials to walls, windows, or exhibits.

Decorations and signs must be freestanding. Do not lean any equipment against walls.

Security & Vendor Deliveries

Delta Corporate Security must be advised at least two weeks prior to event date of any event that includes: non-company attendees, is of significant size (over 25 persons), or occurs outside normal business hours. Please note that a list of guests and vendors without Delta identification will be required at least 1 week in advance of the event. When they arrive at the Delta Security gate, they will be required to show government-issued photo identification.

Additional Delta security may be required at an additional charge and will be determined by Museum staff.

Deliveries should be directed to the South Gate (opposite the Main Gate) off Woolman Place.

Media

The rental of Delta’s historic hangars does not include the right to invite media to film or cover events in the hangars without the express written permission of Delta Air Lines Corporate Communications. Any requests for media activity on Delta’s property in conjunction with this rental must be coordinated directly with Corporate Communications if approved. Media will not be permitted to enter Delta premises without prior approval.

Fees

Space	Description	Price per	# Needed	Total
Weekday	Hangar One (962)	\$500		
Monday-Thursday 8am-4pm.	Hangar Two (2006)	\$500		
After Hours Weekday	Hangar One (907)	\$2000		
Use of hangar after 4pm Monday- Thursday or anytime Friday.	Hangar Two (2007)	\$2000		
Weekend Use of the hangar any time Saturday, Sunday, or Holiday.	Hangar One (2226)	\$4000		
	Hangar Two (2226)	\$4000		
The Spirit of Delta 767 (In Hangar 2)	Inside plane (2008) Bottled water only inside plane. Meeting room seats 15. Has audiovisual equipment, tables, and chairs already installed. Video viewing area seats 39 and includes DVD player and 2 screens.	\$100/hr		
Total Space				\$

Museum Services	Description	Price per	# Needed	Total
Set up/breakdown Museum employee supervision (2010)	Museum employee supervision required during set up and/or breakdown on days prior to or following the event.	\$100/hr		
Aircraft/Museum Tour (975) or (976)	Museum overview (exterior of Travel Air, Stinson, and DC-3; interior of 767)	\$100/hr		
	Travel Air and Stinson (early Delta history)	\$100/hr		
	DC-3 interior	\$100/hr		
	767 interior (The Spirit of Delta)	\$100/hr		
Museum Store Open (978)	No charge during normal business hours (Mon-Thurs 9am- 4pm).	\$100/hr		
Flight Attendant Fashion Show (977)	REQUIRES 2 WEEK NOTICE. Vintage Delta uniforms modeled by Museum volunteers.	\$2,500		
Forklift and Genie Boom usage (2011)	Operated by certified forklift driver only.	\$100		
Total Museum Services				\$

Tables & Chairs	Description	Price per	# Needed	Total
Chairs – 250 available (963)	White plastic folding chairs.	\$2		
60" Round Tables – 45 available (965)	Seats 6-8. Tablecloths not provided.	\$10		
30" Round Highboy Tables – 10 available (965)		\$10		
8' Banquet Tables – 70 available (968)	Seats 10. Tablecloths not provided.	\$10		
Monroe Café tables and chairs	Used in Monroe Café only. 10 48" round metal tables with 40 matching chairs.	No Charge		
Total Tables & Chairs				\$

Extras	Description	Price per	# Needed	Total
Stage (2012)	16' x 8' x 2' wooden stage with carpet. Includes dark blue velvet pipe and drape, 10' tall.	\$200		
P.A. System (971)	Medium quality. 2 speakers. Events over 50 people or including senior execs must rent a professional system.	\$100		
Podium (972)	Wood podium with Museum logo.	\$20		
Extra Security (2013)	Number of officers to be determined by Museum and Delta Security staff.	\$25 per officer per hour 7am-3pm Monday-Friday. \$35 per officer per hour after 3pm and on weekends.		
Cleaning Fee (2014)		Varies based on size and type of event		
Total Extras				\$

Total Space \$
Total Museum Services \$
Total Tables & Chairs \$
Total Extras \$

Total amount to be charged: \$ _____

I agree to the terms, conditions and fees set out above:

Signature: _____ Date: _____

Printed Name: _____

Organization: _____

Phone: _____ Email: _____

Credit Card Number: _____

Exp Date: _____

Name on card: _____

Signature of cardholder: _____

Contact name and phone number if there are issues with card:

**Make checks payable to:
Delta Heritage Museum
PO Box 20585
Atlanta, GA 30320-2585**

If you require additional services or materials at the time of your event, you will be notified of the additional charges.