



SCOTTSDALE HANGAR ONE

Scottsdale Hangar One

North Hangar Request Process

Scottsdale Hangar One's (SHO) primary business is aviation and all requests to use the North Hangar for events are reviewed by the General Manager and Ground Operations Manager. **Day of the week, season, and overall impact on normal business operations are considered when evaluating event requests.** In addition, our management team must have detailed information about the group/organization making the event request, the type of event planned, activities involved, and an understanding of who will be invited to the event.

The following guidelines are intended to help prospective event clients and planners know whether a request can be submitted. If the parameters are met, then the information below must be included in your request. Please allow up to 5 business days for review and follow-up response.

A special event permit from the City of Scottsdale may be required for hosting an event in the hangar. Non-profit organizations must secure a Series 15 Liquor License if providing alcohol during the event.

If approved, an event agreement must be executed and a deposit for 50% of the rental fee must be submitted within 10 days of signing an agreement.

Hangar Use Guidelines:

- Only private social, corporate, and non-profit events may be hosted at SHO; no public events
- Event capacity must be a minimum of 500 guests to a maximum of 1,000 guests
- Hangar requests must be submitted a minimum of three months prior to the event; requests for hangar events less than three months out will not be reviewed
- Events hosting multiple "waves" of groups cannot be accommodated
- Dates for prospective hangar events may be held for a nonrefundable fee of \$500.00.
- Vendors may not have access to the premises without event client or representative present to oversee and direct all vendor activities
- All equipment/supplies/food/rentals and other materials must be removed from the premises immediately following the event
- Event client agrees to comply with all Scottsdale Hangar One and FAA rules and regulations

Hangar Event Requests

If your event meets the conditions and can comply within the parameters listed above, please submit your event request to events@sdlh1.com and include the following details. Event requests missing any information outlined below may not be reviewed. If some of the details are unknown at the present time, please provide details based on what is currently known.

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| • Business/Organization Hosting Event | • Event Description/Overview |
| • Individual Submitting Request | • Anticipated Vendor Partners |
| • Contact Info | • Event Activities & Timeline |
| • Event Name | • Set-Up/Strike Timeline |
| • Requested Event Date | • Alcohol Served Y/N |
| • Number of Guests | • Event Planner Y/N |
| • Purpose of Event | |