

Date Booked: _____ Setup Day: _____ Time: _____
 Requested Date: _____ Event Time: _____ To: _____
 Requested Room: _____ Total Time: _____

CONTACT INFORMATION

Contact Name: _____ Phone: _____
 Bus./Org.: _____ Cell Phone: _____
 Address: _____
 Email: _____ Event Name: _____

EVENT/ROOM DETAILS

Guests Attending: _____ Table Cloths: Yes No Black
 How Many Tables? **\$10/Each How many?: _____
 Round (Seats 8): _____ Long (Seats 6-8): _____
 Cocktail Tables: _____ Kitchen Access: Yes No
 Catering Service: Yes No
 Caterer: _____

Equipment Needed (No Additional Charge)

_____ 2-98" TVs & 2 65" TVs - with DVD / Laptop Hookups _____ Laptop requires driver's license with front desk during use
 _____ Bluetooth Access _____ Microphone

Other: _____

Requests to see museum free of charge? Yes Self-Guided Guide (if available) No

PAYMENT

Rental Fee Half Day *4hrs. or less* Before 5pm — \$250 (1/2 Down \$125) After 5pm — \$350 (1/2 Down \$175)
 Rental Fee Full Day *more than 4 hrs.* Before 5pm — \$400 (1/2 Down \$200) After 5pm — \$550 (1/2 Down \$275)

Museum Members \$25.00 Discount

Additional fees for set-up day before event — see agreement

Total Amount Due: _____

1/2 Down Amount: _____ Payment in Full: _____

Payment Date: _____ Payment Date: _____

Method: Check Cash Credit Card Method: Check Cash Credit Card

Taken By: _____ Taken By: _____

How did you hear about us?: _____

Booked by: _____

Notes: _____

Number in Attendance: _____ Entered Adm POS: _____
 Agreement Rc'd: _____ Deposit: _____ Confirmed: _____ Pd in full: _____