



Facility Rental Reservation Form

DATE _____

Name of Organization or Individual _____

Contact _____ Phone _____

Address/Zip-Code _____

Date of the event: _____

Expected Time of Event _____

Number of People () _____

Facility Rental Fee Interior Space only \$600. Interior Rental & Outdoor Space
 with limited Patio use \$750. Exterior Asphalt Area Rental with limited Patio Use (For
 Beverage Tables Only & Music Stations) \$300.00 For An Additional Fee Limited Use Of
 The 1st Floor is Available—NO FOOD PERMITTED ON THE 2nd or 3rd Floor

NO CHILDREN UNDER THE AGE OF 12 WITHOUT ADULT SUPERVISION.

A \$500.00 Security (DAMAGE) Deposit Is Required For All Rentals
 All Rentals are (per 4 hour time blocks) plus a mandatory (Security

Security Personnel is required for any events. NOTE Security staff is not covered by damage deposit. APRPP museum will arrange the service at the renter's expense.

Deposit Requirement: A deposit of \$150.00 is required to reserve the date. Reservations can be made in writing or by phone prior to signing the actual rental agreement, with credit card. Please Note: There will be no refunds of deposits or of any payment made toward this rental.

All Fees must be paid in full, three days before the event— NO EXCEPTIONS. Please see insurance requirement for all rentals IN THE FACILITY LICENSE AGREEMENT.

- Client to provide their own caterer - Food set up must be (outside) on the concrete area only
- Client to provide own tent for deck to cover drink tables on deck (Requirements 10x10 or 10x15 frame tent)

PLEASE SEE MORE SPECIFIC DETAILS IN THE FACILITY RENTAL AGREEMENT

Your signature on this page accompanied by the required fees denotes that you, the client agree to comply with all of the stipulations and policies herein.

_____ Date _____ Date _____

Authorized Museum Representative

Rental Client:

ALL DOCUMENTS FOR RENTALS MUST BE COMPLETED WITH AND SUBMITTED TO PAM WILLIAMS AT info@aprpullmanportermuseum.org