

Event Rental Inquiry Form

Please complete this inquiry form and return it to EventRentals@northwestmuseum.org. Please note that your event is only booked when the Facility Rental Contract is signed and the payment due is received by the Northwest Museum of Arts and Culture.

Client/Organization Name: _____

Contact Name: _____ **Contact Phone:** _____

Contact Email: _____

Event Type: _____

Event Space: _____

Event Date: _____ **Attendance Count:** _____

Event Start Time: _____ **Event End Time:** _____ **Client Arrival Time:** _____

Event to be catered? No Yes **Catering Service:** _____

Galleries to be open? No Yes **Time Range:** _____

During evening events, the galleries can be open for up to 1½ hours at a time of your choosing. The fee for this is at our group rate discount of \$8 per person and is billed based on the headcount of your event.

Will you require technical support for you event?* No Yes

If yes, please describe:

Other setup requests*: (Such as space setup, # of tables, chairs, tablecloths, etc. Please be specific.)

*The museum will try to meet your technology and setup needs, but we may not be able to accommodate all requests

Other information about your event: