

VENUE RESERVATION REQUEST FORM

APPLICANT INFORMATION

Organization/Company Name:

Contact person:

Address:

Phone:

Email:

EVENT OVERVIEW

Name of Event:

Date of Event:

Total Number of Guest(s):

Event Start Time:

End Time:

Setup Start Time:

Breakdown End Time:

TOTAL TIME:

Type of organization:

Non-Profit

Individual

Business

Other: _____

Type of Event (check all that apply):

Conference

Lecture

Business Meeting

Reception

Guest Speaker

Workshop

Film Screening

Breakfast

Luncheon

Other: _____

Catering

Provided by host

No Catering

This is event will be

Private

Public

Layout specifications:

Special requirements:

Furniture required: (i.e. chairs, tables, etc.)

Additional Equipment required: (IE projector, microphone, etc):



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Please complete and submit the following request to contactus@namuseum.org to make a reservation.

ROOM CAPACITY

Seats up to 60 guests [theatre style]

Seats up to 45 guests [Classroom / Meeting]

Total room capacity [pending]

ONE TIME ROOM SET UP/BREAK DOWN FEE \$100.00

RATE (2 hours min.)

Weekday (*) \$ 100.00-\$150.00 per hour (9am — 5pm)

Weekend (*) \$150.00-\$200.00 per hour + special event staff \$50.00 per hour

* Special discount for Non-profit organizations

* Events outside of NAM office business hours require special event staff

ATTRIBUTES

Windows

Bathroom

Internet Access

Elevator

AC

Projection Screen

6' Tables

8' tables

50 chairs available

Linen

Garbage containers

ADDITIONAL EQUIPMENT AVAILABLE (additional fee)

Projector \$ 75.00

Screen podium (fee)

Mic. (fee)

* Please make sure to bring laptop to be connected to projector

On request

On request

Special Notes

*This is a non-smoking facility.

* Parking available on streets/parking lots outside the building.

*Cancellation Policy 100% money back 7 days before event.

*Additional chairs and tables may be brought in at own expense.

*NAM works with several vendors; contact can be provided



New Americans Museum Venue Rental Agreement

This agreement sets the standard terms for customer rental imposed by the renting venue provider, the New Americans Museum. By reserving and renting this venue, the purchasing customer agrees to these stipulations and rules of conduct:

- As a renter, I am only receiving a license for the agreed upon venue space which may be limited to the rental time that has been reserved and paid for. The New Americans Museum may restrict your access to the premises for any reason immediately before and after your rental time has started and expired.
- I must not act in a manner that, in the New Americans Museum's sole discretion, does or is likely to adversely affect the peaceful operation of the premises.
- I will not use the premises for illegal purposes or in any manner that could tarnish the reputation of the New American Museum or their premises.
- I will not tamper with, borrow, or remove any property kept on the premises.
- I will not cause or permit any hazardous substance to be used, stored, generated, released or disposed of on or in the premises.
- I understand that I must maintain my rental area and the common areas of the premises in a neat, clean and in a sanitary condition.
- I will be held solely responsible for the agreed upon rental area, including any common areas. I will be held accountable for any injury or damages sustained during the duration of the rental and occupancy on the premises.
- I will be held liable for any guest, invitee, or visitor actions on the premises.
- Any signs, symbols, or other objects displayed on the premises must be approved by the New American Museum, and must be removed immediately following the duration of the reservation.

Neither the New Americans Museum nor the NTC Foundation, nor their respective agents shall be liable for, and Renter agrees to defend and hold New Americans Museum and the NTC Foundation and their respective agents harmless from, any claim, action and/or judgment for damages to property or injury to persons suffered or alleged to be suffered on the Premises by any person, firm or corporation.

_____ (initials)

I have read and fully understand this Standard Venue Rental Agreement provided by the New Americans Museum. I agree to follow the protocols that had been set in order to execute the event that will be held at the New Americans Museum's facilities.

Name of Renter/ Representative (print) _____ Today's Date _____

Signature of Renter/ Representative _____

Organization _____

Contact phone _____ Event date _____