

Watkins Community Museum of History

1047 Massachusetts Street

Lawrence, KS 66044

785-841-4109

snowak@watkinsmuseum.org ~ johnj@watkinsmuseum.org

Booked Rental

\$75.00/ hour

Date of Event: _____ Event Time: _____ Room to be ready at: _____

Type of Event: _____ Date Booked: _____

Rental Fee: _____ Deposit: _____ Remaining amount: _____

Is alcohol to be served? _____

Contact person: _____ Phone (H) _____

Address: _____ Phone (Cell) _____

_____ E-mail _____

City: _____ State _____ ZIP: _____

Items available for use:

Projection screen Folding chairs (50) chairs (60)

8' Tables (8) Card tables (11) Lectern Internet service

Easels (2) Grand piano 6' Tables (4)

Signature contact person

Date

Staff signature

Date

----- Office Use Only -----

Staff to cover: _____

