

# Watkins Community Museum of History

1047 Massachusetts Street

Lawrence, KS 66044

785-841-4109

snowak@watkinsmuseum.org ~ johnj@watkinsmuseum.org

## Booked Rental

\$100.00/ 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: \_\_\_\_\_

