

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: _____ **If other, please describe:** _____

Event space(s): Admissions Level Helen South Alexander Gallery

Amphitheater Gilkey Meeting Room

Eric A. Johnston Auditorium Outdoor Plaza and Lawn

Event date: _____ **Attendance count:** _____

Client arrival time: _____ **Event start time:** _____ **Event end time:** _____

Will you have catering? Yes No **Catering service:** _____

Will you be serving alcohol? Yes No

If serving alcohol, your caterer will need to purchase and provide me with a signed copy of a banquet permit. More information about banquet permits and how to obtain one can be found [here](#).

Will there be media present/photography? Yes No

Photography and videography requiring the use of larger equipment, such as tripods or light stands, or involving intent to publish must be coordinated in advance with and monitored by Museum Collections Curator and/or Special Collections Curator.

Will you have live music/ a DJ? Yes No **Musician Name:** _____

Musicians are required to bring their own equipment, including speakers, sound mixers, amplifiers, and microphones.

Galleries to be open? Yes No **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 \$10 per person and is billed based on the headcount of your event.

Will you need to use our A/V equipment? Yes No

A/V equipment includes two speakers, one microphone, portable projector, portable projector screen, and laptop. Some spaces include A/V support at no additional cost.

Will you require technical support for your event? Yes No

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: