



Explorers Room Rental Request Form

Date Booked:	Setup Day:	Time:
Requested Date:	Event Time:	to
Requested Room:	Total Time:	

CONTACT INFORMATION

Contact Name:	Phone:
Bus./Org.:	Cell Phone:
Address:	
Email:	Event Name:

EVENT/ROOM DETAILS

Guest Attending:	Table Clothes	Yes	No	Black
How many tables?	** \$10/each	How many?		
Round (seats 8) _____	Kitchen Access:	Yes	No	
Long (seats 6-8) _____	Catering Service:	Yes	No	
(Max. Seating w/ rd. tables = 120)	Caterer:			

Equipment Needed: (\$25 additional charge)

_____ 2-98" TVs & 2-65" TVs - with DVD or laptop hookups

_____ Bluetooth access

_____ Laptop - requires leaving driver's license with front desk during use

_____ Microphone _____ Other:

Requests to see museum?	Yes	No	Self-guided	Tour (if avail.)
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PAYMENT

Rental Fee Half Day	4 hrs. or less Before 5 p.m. - \$250	4 hrs. or less After 5 p.m. - \$350
4 hrs. or less	1/2 down = \$125	1/2 down = \$175
Rental Fee Full Day	4 hrs. or more Before 5 p.m. - \$400	4 hrs. or more After 5 p.m. - \$550
more than 4 hrs.	1/2 down = \$200	1/2 down = \$275

Set-Up day before or day after event + \$75/day *museum members \$25.00 discount off *

Total Amount Due:

1/2 Down Amount:	Method:	Check	Cash	Credit Card
Payment Date:	Taken By:			
Payment in Full:	Method:	Check	Cash	Credit Card
Payment Date:	Taken By:			

How did you hear about us? _____

Booked by: _____

Notes: _____

Number in Attendance _____	Entered Adm POS _____	
Agreement Rc'd _____	Deposit _____	Confirmed _____ Pd in full _____