

Facilities @ Lagarde Park

Facility Rental Application Request

- Print/type clearly to complete Rental Request Form
- Fax, Email or Mail completed form to Events Manager

Date of Event: _____ Type of Event: _____

Facility: _____ Berman Museum _____ Anniston Museum _____ Longleaf Center

Name: _____

Billing address: _____

Phone: _____ E-mail _____

Point of Contact (if other than renter) _____

Email/ Phone number point of contact _____

Event time: _____ Approximate number attending _____

_____ Standing Reception _____ Seated Dinner _____ Meeting _____ Theater style

**Alcohol _____ Yes _____ No

**Rules and Guidelines must be followed. Some restrictions and additional fees may apply.

Completion of this request form does not imply approval from Facilities @ Lagarde Park. Each request will be evaluated and the status of your request will be made available to the client as soon as reasonably possible. Requests are first come, first served. Once your request has been confirmed, a non-refundable deposit will be required to secure your event date. Please allow one week from submission for processing and you will be contacted by phone by the Events Manager.

Signature Date

Approval of Event Manager Date

Attn: Event Manager

800 Museum Dr. P.O. Box 1587 Anniston, Al. 36206

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