

The Natural Place
Anniston Museum of Natural History
Application for Rental of Facilities

Date: _____ Event Time: _____ Estimated Attendance: _____

Name of Organization: _____

Person in Charge of Rental: _____

Telephone number: _____ Cell Phone: _____

E-Mail Address: _____

Billing Address: _____

City/State/Zip: _____

____ Alcohol Event- Uniformed Security must be secured by renter**

____ Non-Alcohol Event

Please check the item(s) that will be needed for your event.

Space Requested:

- ___ Auditorium
- ___ Classroom
- ___ Conference Room (seats 10)
- ___ Lobby
- ___ Lagarde Board Room (seats 16)
- ___ Kitchen
- ___ Exhibit Hall Open -Time: _____

Equipment:

- ___ Projection Screen
- ___ Multi Media Projector*
- ___ Video*
- ___ DVD*
- ___ Computer*
- ___ CD or Tape Player
- ___ Microphone
- ___ Cordless Microphone

Other

- ___ Lectern
- ___ Piano*

*Fee charged

**Must sign Alcohol Agreement Contract

Other request:

Rental of Facility Agreement Form

My signature below certifies that I have read the **Guidelines for Rental of Museum Facilities** and agree to abide by the terms and conditions outlined in this document.

I understand that the date for my scheduled event is confirmed with the return of this signed form and the total rental fee. **50% of the rental fee is a non-refundable deposit.** (see guidelines for details) _____ (please initial here)

On behalf of the organization named above, I agree to be entirely responsible for all losses, damages or injuries to the property owned by Anniston Museum of Natural History while my organization or its guests are renting the Museum facilities.

Name: _____
(Please print or type)

Agreed Building Rental Fee: _____

If Alcohol is being served please sign below:

As a duly authorized representative of the above organization, I have read and agree to the **Anniston Museum of Natural History Policy on Alcohol Service**. The required procedures will be observed during the rental of Museum facilities by my organization. I understand that a licensed security office must be on the Museum grounds before alcohol may be served. 1-60 people one officer; 61+ two officers.

Name: _____
(Please print or type)

Please return this form with your deposit made payable to the Anniston Museum of Natural History. Thank you for choosing the Museum for your event.

Anniston Museum of Natural History
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256.237.6766 Fax: 256.237.6776
Attn: Programs Department