

# Rental Reservation

Event Date		Expected Attendance		Event Title		
Set-up Time		Start Time		End Time		Break-down Time
Type of Event: (please check one)						
<input type="checkbox"/> Reception <input type="checkbox"/> Seated Luncheon/Dinner <input type="checkbox"/> Meeting <input type="checkbox"/> Other: _____						
Contact				WU Campus Box#:		
Address				Phone #		
City, ST, Zip				Email		
Bill To:	<input type="checkbox"/> WU Dept # _____ <input type="checkbox"/> Credit Card # _____ Expiration Date: _____ Signature of Card Holder: _____					

	<u>Rental Details</u>	<u>Unit Price</u>	<u>Line Total</u>
	3-hour Minimum Rental		
	Classroom 104 (for staging)		
	Additional hours: _____		
	PA System with standard microphone	\$30.00	
	Wireless microphone	\$15.00	
	Podium	\$20.00	
	5-6' tables	No charge	
	3-8' tables	No charge	
Please complete this form and return to Kemper Art Museum along with a signed Events Rental Policy form via e-mail or fax to: Laura Foughty Events Coordinator Mildred Lane Kemper Art Museum		Total	
<b>Reservations are not confirmed until this form is approved by the Kemper Art Museum staff and returned to the user.</b>		<i>Thank you for choosing the Kemper Art Museum!</i>	