

rental reservation

Event Date		Expected Attendance		Event Title	
Set-up Time		Start Time		End Time	

Rental is for: (please check one)
 Kemper Art Museum Atrium (*Atrium, Galleries, & Sculpture Plaza, weather permitting*) Kemper Museum Classroom

Type of Event: (please check one)
 Reception Seated Luncheon/Dinner Meeting 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 Hr Minimum Rental		
	Additional Hours: _____		
	PA System with standard microphone	\$30.00	
	Wireless microphone	\$15.00	
	Podium	\$20.00	
	3 – 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	
Reservations are not confirmed until this form is approved by the Kemper Art Museum staff and returned to the user.		Thank you for choosing the Kemper Art Museum!	