

GEORGE WASHINGTON CARVER DRUM (LOBBY) APPLICATION

1165 ANGELINA STREET
AUSTIN, TEXAS 78702
512.974.4926

Event Date & Time _____

Move-in date & time _____

Move-out date & time _____

PLEASE PRINT

APPLICANT:

Title of Production/Event _____

Type of Production

Lecture/Public Forum	<input type="checkbox"/>
Reception	<input type="checkbox"/>
Music Concert	<input type="checkbox"/>
Other Please describe	

Name of Person requesting space or Organization (circle one)

Contact Person _____

Mailing Address _____

City _____ State _____ Zip _____

Day Phone (____) _____ Evening Phone (____) _____

Mobile Phone (____) _____ Email _____

Web Address _____

Alternate Contact Person _____

Day Phone (____) _____ Evening Phone (____) _____

Mobile Phone (____) _____ Email _____

George Washington Carver Museum & Cultural Center
1165 Angelina St. Austin, TX 78702
(512) 974-4926 Fax (512) 974-3699





George Washington Carver Museum & Cultural Center

DRUM (LOBBY)

RESERVATION *REQUEST* FORM

**1165 Angelina Street
AUSTIN, TX 78702
(512) 974 - 4926**

This application serves as a request for Lobby space
It does not confirm a reservation.
City of Austin Parks & Recreation Department



Give a brief description of the event:

Estimated Attendance

Number of estimated attendance per performance _____ X _____ (# of performances) = _____ total attendance

Target Audience

What ages is your production appropriate for? Adult Youth, what ages _____ Families – all ages

Ticket Sales -Is this a ticketed event?

Where and when do you plan to sell tickets for your event?

Will the production/event require sound equipment? _____Yes _____No

If yes, brief description of the sound equipment needs

Does your production/event have someone qualified to work **Sound Equipment**?

_____ Yes _____ No

Do you intend to serve alcohol? _____ Yes _____ No

PLEASE NOTE: There is a process for serving alcohol that must be adhered to. Please speak with the Theatre Manager or Site Manager regarding this process.



Please check all the spaces you intend to use during your reception

- Lobby
- Museum Store
- Museum Main Corridor
- Conference Room
- Classroom
- Kitchen (additional 25.00 fee for this space)

Listed below are all the tables, chairs and other equipment available for your use. Please refer to them and the packages on the following page for your total cost.

Available		Requested Amount
10	30in. round	
12	48 in. round	
6	60in. round	
4	72 in. round	
7	4x8ft Rectangle	
8	4x6ft Rectangle	
4	18inx8ft Rectangle	
6	18inx5ft Rectangle	
75	Black non-cushion chairs	
150	White cushion chairs	
1	Registration Table (desk)	
1	PA System	
3	Microphones	
1	Podium	

RENTAL FEES

CLEAN-UP / DAMAGE DEPOSIT	\$100	
	Resident & Non-Profit Fees	Non-Resident & Commercial Fees
Rental 4hr Min	\$321.50	\$399.25
Staff Fee	\$80.00	\$80.00
Utilities Fee	\$40.00	\$40.00
Equipment Fee	\$63.00	\$74.25
Additional hour Fee	\$80.00	\$100.00
Kitchen Fee (optional)	\$25.00	\$25.00
*TOTAL	\$504.50	\$593.50

*Total DOES NOT include Additional hour fee, Kitchen fee, or Reception package fees (other than C & P).

Support Materials

You are welcome to attach materials that relate to your event to the application that may be helpful to the Carver Staff.

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RECEPTION PACKAGES

Cookies n' Punch Package 1-2 8 ft. Table(s) 1 Registration Table (optional) 1 48" Round Table <i>or</i> 6 30" round tables <i>NOTE-This package price is already included in the total for a basic lobby rental.</i>	Resident / Non-Profit Fee \$63.00	Non-Resident / Commercial Fee \$74.25
Meet & Greet Package 2 8 ft. tables 2 48" rounds or 2 6 ft. tables 10 30" rounds 1 registration table	Resident / Non-Profit Fee \$87.00	Non-Resident / Commercial Fee \$102.25
Eat, Drink, Be Merry Package 2-3 large food/serving tables Bar set up (two 6 ft. tables) Up to 10 mixed size tables with 2-3 chairs each (30 chairs max) 1 registration table and 1 podium.	Resident / Non-Profit Fee \$113.75	Non-Resident / Commercial Fee \$133.75
Full Party & Ceremony Package 2-3 large food/serving tables Bar set up (two tables) 10 mixed size tables with chairs Registration table, Podium PA System set up.	Resident / Non-Profit Fee \$155.75	Non-Resident / Commercial Fee \$183.25

NOTE: If you are renting the theatre and hosting an opening night reception, your lobby rental is free with the BASIC LOBBY SET UP. However, if you want anymore than the basic you will need to pay that package fee.



