



GEORGE WASHINGTON
CARVER
MUSEUM & CULTURAL CENTER

DRUM

RESERVATION **REQUEST** FORM

G.W.C. Museum & Cultural Center
1165 Angelina Street
AUSTIN, TX 78702
(512) 974 - 4926

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



City of Austin



GEORGE WASHINGTON CARVER DRUM (LOBBY) APPLICATION

**1165 ANGELINA STREET
AUSTIN, TEXAS 78702
512.974.4926**

STAFF USE ONLY Move-in date & time _____ to Move-out 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 _____

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
8	30in. round	
14	48 in. round	
6	60in. round	
4	72 in. round	
7	4x8ft Rectangle	
8	4x6ft Rectangle	
4	18inx8ft Rectangle	
6	18inx5ft Rectangle	
70	Black non-cushion chairs	
80	White cushion chairs	
1	Registration Table (desk)	
1	PA System	
3	microphones	
1	Podium	

Support Materials

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

RECEPTION PACKAGES

Basic Reception Package: FREE Comes with Lobby Rental or opening night reception

- 1 8 ft. table
- 1 registration table (optional)
- 1 48" round table.

Cookies n' Punch Package \$50.00

- 2 8 ft. tables
- 1 registration table
- 6 30" round tables

Meet & Greet Package \$75.00

- 2 8 ft. tables
- 2 48" rounds or 2 6 ft. tables
- 10 30" rounds
- 1 registration table

Eat, Drink, Be Merry Package \$100.00

- 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.

Full Party & Ceremony Reception Package \$150.00

- 2-3 large food/serving tables
- Bar set up (two tables)
- 10 mixed size tables with chairs
- Registration table, Podium
- PA System set up.

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.