



# George Washington Carver Museum & Cultural Center

# DRUM

## 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



# 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	
Reception	
Music Concert	
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



**Give a brief description of the event:**

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**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?

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Will the production/event require sound equipment? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, brief description of the sound equipment needs

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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	
3	72 in. round	
5	4x8ft Rectangle	
7	4x6ft Rectangle	
4	18inx8ft Rectangle	
5	18inx5ft Rectangle	
75	Black non-cushion chairs	
150	White cushion chairs	
1	Registration Table (desk)	
1	PA System	
3	Microphones	
1	Podium	

**RENTAL FEES**

<b>CLEAN-UP / DAMAGE DEPOSIT</b>	<b>\$100</b>	
	<b>Resident &amp; Non-Profit Fees</b>	<b>Non-Resident &amp; Commercial Fees</b>
<b>Lobby Rental (per hour)</b>	<b>\$50.00</b>	<b>\$50.00</b>
<b>Staff Fee (per hour)</b>	<b>\$40.00</b>	<b>\$40.00</b>
<b>Utilities Fee (per hour)</b>	<b>\$15.00</b>	<b>\$15.00</b>
<b>Equipment Fee</b>	<b>\$63.00</b>	<b>\$74.25</b>
<b>Kitchen Fee (optional)</b>	<b>\$25.00</b>	<b>\$25.00</b>
<b>*TOTAL</b>	<b>\$268.00</b>	<b>\$279.25</b>

**\*Total DOES NOT include Kitchen fee.**

**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

<b>Cookies n' Punch Package</b>	Resident / Non-Profit Fee \$63.00	Non-Resident / Commercial Fee \$74.25
1-2 8 ft. Table(s)		
1 Registration Table (optional)		
1 48" Round Table <u>or</u> 6 30" round tables		
<b>Meet &amp; Greet Package</b>	Resident / Non-Profit Fee \$87.00	Non-Resident / Commercial Fee \$102.25
2 8 ft. tables		
2 48" rounds or 2 6 ft. tables		
10 30" rounds		
1 registration table		
<b>Eat, Drink, Be Merry Package</b>	Resident / Non-Profit Fee \$113.75	Non-Resident / Commercial Fee \$133.75
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.		
<b>Full Party &amp; Ceremony Package</b>	Resident / Non-Profit Fee \$155.75	Non-Resident / Commercial Fee \$183.25
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.

