



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	

Rooms needed

Conference Room	
Classroom	
Dance Studio	
Memory Room	
Kitchen	
Hallway	
Lower Lobby	

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

For what ages is your production appropriate? 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 followed. Forms “a” and “b” must be completed. Submit the Seller Training Certificate request for “c.”

- a. **City of Austin Alcohol form**
- b. **Liability Insurance – note: deductible must be \$500,000 or greater to comply with requirements**
- c. **Texas Alcohol Beverage Commission, Seller Training Certification**



Listed below are all the tables, chairs and other equipment available for your use.

Available		Requested Amount
10	30 in. Round	
12	48 in. Round	
6	60 in. Round	
4	72 in. Round	
7	4 ft. x 8 ft. Rectangle	
8	4 ft. x 6 ft. Rectangle	
4	18 ft. x 8 ft. Rectangle	
6	18 ft. x 5 ft. Rectangle	
75	Black non-cushion chairs	
150	White cushion chairs	
1	Registration Table (desk)	
1	PA System	
3	Microphones	
1	Podium	

RENTAL FEES (using four hours for the time and \$50 Equipment fee as examples)

CLEAN-UP / DAMAGE DEPOSIT	\$100	\$100
Rental	\$50.00 per hour	\$50.00 X 4 = \$200
Staff Fee	\$40.00 per hour	\$40.00 X 4 = \$160
Utilities Fee	\$15.00 per hour	\$15.00 X 4 = \$60
	\$205.00	\$520
Subtotal		\$520 + \$50
Total		\$570

Kitchen Fee (optional)	\$25.00
Equipment Fee	Per Unit Charge

Equipment Fee	\$50
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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.

NOTE: The lobby can be used rent-free for ONE night in conjunction with the rental of the theatre to host a reception. Lobby use is subject to equipment fees.

