

# FACILITY RENTAL APPLICATION

Please complete the application below in full. Please type directly into the document if possible. Email the completed application to [rentals@osmh.org](mailto:rentals@osmh.org) or print and fax the application to (617) 482-9621. After review by our staff, you will be contacted with in 72 hours about availability and will receive a rental estimate. Old South Meeting House reserves the right to grant or deny any application for the use of this museum.



## Questions about your application?

Contact the Director of Marketing and Events at (617) 482-6439 or [rentals@osmh.org](mailto:rentals@osmh.org).

### Contact Information

Name of the business or individual: \_\_\_\_\_

Contact Person\*: \_\_\_\_\_

*\*This person is authorized to sign the facility rental agreement should the application be approved.*

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Work phone #: \_\_\_\_\_

Home phone #: \_\_\_\_\_

Fax #: \_\_\_\_\_

Email address: \_\_\_\_\_

Organizational Status: (Please check one.)       Non-profit       Commercial       N/A

Description of business: \_\_\_\_\_

### Event Information

Type of Event: (Please check one.)     Cocktail Reception       Seated Dinner/Buffer

Theatre-seating presentation/Lecture/Performance/Film       Other \_\_\_\_\_

Description of Event:

Will the event be open: To the public?     Yes     No      To members of the organization only?     Yes     No

Advance tickets sold?     Yes     No    Price: \_\_\_\_\_      Tickets sold at door?     Yes     No    Price: \_\_\_\_\_

Expected attendance: \_\_\_\_\_

Will this event be filmed?     Yes     No

Will food be served?     Yes     No    Caterer? \_\_\_\_\_

Dates and Times requested: (in priority order) \_\_\_\_\_

*Please note: We require that time for set-up and clean-up be billed into the final contract event hours.*

Services Needed: (Please check all that apply.)

Sound System (wired or wireless microphones, CD player, etc., are available)       Stage

Projector and Screen       Podium       Chairs       Other \_\_\_\_\_

*The information provided in this application is accurate and complete to the best of my knowledge.*

*I understand that I will receive an estimate based on this information and that the estimate does not serve as the final event contract.*

Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Date \_\_\_\_\_