

# FACILITY RENTAL RESERVATION FORM

**the eisner - american museum of advertising & design**

All reservations and arrangements for use of The Eisner facilities must be made through the Program Director, Katie Sorenson. No reservation is confirmed until this form is completed (with payment) and the Program Director of The Eisner gives approval. Any questions should be directed to Katie Sorenson, 414.847.3285.

## rental form - general information

name of event: \_\_\_\_\_

description of event: \_\_\_\_\_

sponsoring organization: \_\_\_\_\_

address: \_\_\_\_\_ city: \_\_\_\_\_ zip: \_\_\_\_\_

phone: \_\_\_\_\_ fax: \_\_\_\_\_

contact person: \_\_\_\_\_ phone: \_\_\_\_\_

day & date of event: \_\_\_\_\_ anticipated attendance: \_\_\_\_\_

entrance time: \_\_\_\_\_ exit time: \_\_\_\_\_ (allow for setup/cleanup needs)

actual event time: from/to \_\_\_\_\_ a.m./p.m.

will alcohol be served? \_\_\_\_\_ will food be served? \_\_\_\_\_

If yes, describe (i.e. hors d'oeuvres, dinner, etc.) \_\_\_\_\_

organization responsible for payment: \_\_\_\_\_

facilities requested	staff needs	equipment needs
<input type="checkbox"/> auditorium <input type="checkbox"/> lower gallery only <input type="checkbox"/> upper gallery only <input type="checkbox"/> entire museum <input type="checkbox"/> conference room <input type="checkbox"/> guided tour <input type="checkbox"/> school tour	<input type="checkbox"/> media person (required if using our A/V system) <input type="checkbox"/> video projector <input type="checkbox"/> port for laptop connection pc or mac <input type="checkbox"/> internet connection <input type="checkbox"/> dvd / cd <input type="checkbox"/> vhs <input type="checkbox"/> slide projector <input type="checkbox"/> hand held microphone (1 available) <input type="checkbox"/> lapel microphone (1 available)	<input type="checkbox"/> podium (1 available) (Auditorium only) <input type="checkbox"/> # chairs (190 available) <input type="checkbox"/> # 72" rounds table (9 available) <input type="checkbox"/> # 8' conference table (8 available) <input type="checkbox"/> # 6' aluminum table (4 available)