

Page-Walker Arts & History Center

Wedding Rental Request Form

In an effort to help us better serve your needs, please fill out the questionnaire below. Once complete, please return or email to Kristine Hinton, kristine.hinton@carync.gov. Once we receive your request, we will determine if your requested date(s) are available. If so, a meeting will be established to review your event needs.

Contact Information

Contact Name/Phone Number/Email:

Address:

Wedding Details

Requested space(s):

Expected attendance:

Wedding Date/Time

Requested date(s):

Requested Timeframe for each date requested:

- Arrival Time:
*When you plan to come and set up for your event/
when your rental time begins*
- Arrival Time of your guests:
- Start Time:
- End Time:
- Departure Time:
*After you have restored the rooms and spaces/
end of rental time*

Rehearsal Event Date/Time

(if needed)

Requested date:

Requested Timeframe:

Setup/Restore

Renters are responsible for setting up tables and chairs and restoring the room(s) within their rental timeframe. Page-Walker does not have the resources to provide this service. Be sure to communicate the number of table/chairs you need in advance.

Food/Beverage

Will food be served?

Will beer or wine be served?

Vendors & Rental Equipment

List your known vendors (ie. florist, caterer, DJ, etc.) and/or rental equipment below, and note arrival date/time and departure date/time.

Vendors

Rental Equipment

Additional Rooms

(if needed)

Requested room(s):

Requested Timeframe:

Room use: