

# Page-Walker Arts & History Center

## 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](mailto:kristine.hinton@carync.gov)

### Contact Information

Contact Name/Phone Number/Email:

Name of Organization Hosting Event (if applicable):

Is your organization a 501c-3?

*If so, please provide a copy of your certification with your application.*

Address:

*If this rental is for an organization, the address listed must be for the organization.*

### Event/Meeting Details

Brief Event Description:

Is this event private or open to the public?

### Space Details

Requested space(s):

Expected attendance:

Number of tables/chairs needed in each space:

*Read Rental Guide for the specific number of tables/chairs available per space.*

### Event 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:
- Event/Meeting Start Time:
- Event/Meeting End Time:
- Departure Time:  
*After you have restored the room/end of rental time*

### Audio/Visual Needs

The Page-Walker Arts & History Center does not provide audio/visual equipment or technical support staff.

### WiFi

Page-Walker does have public WiFi: TOC Public WiFi/no password.

We strongly encourage renters that need reliable access to the internet to bring their own wireless router (ex. MiFi).

### 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.

### Rental Equipment

Will you bring rental equipment?   
If yes, list what:

When will your items arrive?

When will the items be picked up?

### Food/Beverage

Will food be served?

Will beer or wine be served?