



# 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 Uncushioned Chairs	
150	White Cushioned Chairs	
1	Registration Desk	
1	PA System*	
5	Microphones*	
1	Podium	

\*Equipment Fees Apply

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

CLEAN-UP / DAMAGE DEPOSIT (refundable)	\$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
	<b>\$205.00</b>	<b>\$520</b>
Subtotal		<b>\$520 + \$50</b>
Total		<b>\$570</b>

Kitchen Fee (optional)	\$100 Deposit + \$50 one time charge
Equipment Fee	Per Unit Charge

Equipment Fee	\$50
---------------	------

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.**

