



George Washington Carver Museum & Cultural Center

Carver Grounds

Freedom Plaza and Courtyard

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 Museum & Cultural Center
1165 Angelina St. Austin, TX 78702
(512) 974-4926 Fax (512) 974-3699



GEORGE WASHINGTON
CARVER
MUSEUM & CULTURAL CENTER



**GEORGE WASHINGTON CARVER GROUNDS
(FREEDOM PLAZA AND COURTYARD)
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	<input type="checkbox"/>
Reception	<input type="checkbox"/>
Music Concert	<input type="checkbox"/>
Other Please describe	

Rooms needed

Conference Room	<input type="checkbox"/>
Classroom	<input type="checkbox"/>
Dance Studio	<input type="checkbox"/>
Memory Room	<input type="checkbox"/>
Kitchen	<input type="checkbox"/>
Hallway	<input type="checkbox"/>
Lower Lobby	<input type="checkbox"/>

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	\$60 per hour	\$60 X 4 = \$240
Staff Fee	\$40 per hour	\$40 X 4 = \$160
Utilities Fee	\$15 per hour	\$15 X 4 = \$60
Subtotal	\$215	\$560 + \$50
Total		\$610

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

Equipment Fee	\$50
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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.

