



**Rental Worksheet**

Day and Date of Event \_\_\_\_\_

Renter's Name \_\_\_\_\_ Renter's Initials (per contract) \_\_\_\_\_

Renter's Telephone and Email \_\_\_\_\_

Type of Event \_\_\_\_\_ No. Attending \_\_\_\_\_

Set-up Time \_\_\_\_\_ Tear-down Time \_\_\_\_\_ Staying past 11:30pm – (\$250) Yes / No

Event Start Time \_\_\_\_\_ Event End Time \_\_\_\_\_ Museum Closed for Event – (\$200) Yes / No

Dropping off Items Before Event Date – (\$50) Yes / No      Picking up Items After Event Date – (\$50) Yes / No

**Refundable Damage Deposit:** (\$250)

- Bryce Hall.....\$600 for 4 hours/\$1200 for 8 hours
- Bryce Hall with Galleries open for viewing..... \$650 for 4 hours/\$1300 for 8 hours
- The Santilli Library / Board Room.....\$50 per hour or \$250 per day (up to 8 hours, 9:00am – 5:00pm)
- McMurry Gallery (incl. lobby and patio).....\$5,000 per day (event hours include set-up and tear down,  
9:00am – 11:00pm) \$100 for each additional **1/2 hour** after 11:30pm
- Discovery Center.....\$250 (up to 4 hours) / \$100 per each additional hour
- Private Backyard..... \$750 for 8 hours

Piano - Leave / Remove (\$25) / Play (\$100) (The renter is responsible for contacting the musician)

Bryce Hall Artwork - Leave / Remove (\$100)

NIC Provided 6' Rectangular Tables (20 available / incl. either black or white tablecloth) - # needed \_\_\_\_\_ (\$5/each)

NIC Provided Cocktail Tables (10 available / incl. either black or white tablecloth) - # needed \_\_\_\_\_ (\$5/each)

NIC Provided Chairs (95 available / chair covers not available) - # needed \_\_\_\_\_ (\$1/each)

Bar - (\$50) Yes / No      Podium - (\$25) Yes / No

Stage - \*min. of 64 sq. ft. incl. skirting and stairs (\$200 + \$10 per additional 16 sq. ft. section) - size needed \_\_\_\_\_

Projector (with pedestal and screen) – (\$50) Yes / No

Event Planner Name and Contact Info.....

Caterer / Bartender Name and Contact Info.....

Sound Design / DJ Name and Contact Info.....

Florist / Decorator Name and Contact Info.....

**Staff Only:**

Today's Date \_\_\_\_\_ Date Deposit is Due \_\_\_\_\_ Deposit \_\_\_\_\_ Paid Y / N - Staff Init. \_\_\_\_\_

**Total Rental** \_\_\_\_\_ **Paid Y / N - Staff Init.** \_\_\_\_\_ **Balance Due** \_\_\_\_\_ **Paid Y / N - Staff Init.** \_\_\_\_\_