



CHILDREN'S
MUSEUM
— OF VIRGINIA —
PORTSMOUTH

CHILDREN'S MUSEUM OF VIRGINIA AFTER HOURS EVENT INFORMATION FORM

In order to reserve a space for an after hour event, an event information form needs to be completed and submitted to the address listed at the end of this form. The date will be held for up to two weeks but cannot be held longer without the signed General Policies and Procedures document, a security deposit and reservation deposit. Upon receipt of these items, the event date will be confirmed. The Museum accepts credit cards, cash and personal checks as forms of payment.

Name of Applicant: _____

Organization Represented: _____

Address:

Phone: _____ Cell: _____

Email:

Individual Responsible for Payment, if different from above.

Name of Applicant: _____

Organization Represented: _____

Address:

Phone: _____ Cell: _____

Email:

Type of Event: _____

Event Date: _____ Starting and Ending Time of Event: _____

Anticipated Attendance: _____

Will Food be served? _____

Will Alcoholic Beverages be served? _____

(Note: Red wine can only be served on the first floor.)

Catering Company: _____

Catering Company Contact Information: _____

Will Rental Equipment be used? _____

Name & Contact Information of the Company: _____

Will there be Music? _____

Of yes, Group Name & Contact Information: _____

Please return this document, Equipment Request Form, the signed General Policies and Procedures document, and the appropriate deposits to:

Nancy S. Perry, Director
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521 Middle Street
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757-393-8983, ext. 12