



## APPLICATION FOR FACILITY RENTAL

Are you a member of the Verde Valley Archaeology Center?  Yes  No

### CLIENT INFORMATION

Company/Organization

Street Address

City

State

Zip

### CONTACT

First Name

Last Name

Phone

Email

### RENTAL INFORMATION

Requested rental date

Start Time

End Time

Type of Event (*e.g., Reception, Wedding, Meeting, Reunion, etc.*)

Number of Guests

Facility Usage (*check all that apply*)

- Watkins Lobby     Kemper Meeting Room     Exhibition Hall     Donor Patio  
 Wolf/Buchanan Board Room

Equipment & Services Needed

- Tables     Chairs     Podium/Mic     Projector     Guided Tour  
 Refrigerator     Microwave

Will food be served?  Yes  No

Will alcoholic beverages be served?  Yes  No

This is an application only. Once your event is approved, you will be contacted to meet with our staff to plan the event. A contract will then be sent with a payment invoice listing your event reservation fees. All payments are due within two weeks of invoice being issued unless otherwise arranged in advance.