

Facility Rental Application

Please return Form to:
Sherre Atkins, Guest Services Manager at sherre.atkins@motonmuseum.org or
900 Griffin Blvd, Farmville Virginia 23901

*The following application must be filled out in its entirety before being approved to utilize the Robert Russa Moton Museum and its facilities. Please note that this application **does not** serve as official approval of your request. Upon receipt and approval of application, the Museum will send a contract and estimated invoice to the address indicated below. Allow 3-5 business for response. Please review in full the rental program policy prior to submitting at motonmuseum.org/rental/*

Contact Information

Renter/Event Host (Full Name): _____

Organization Name (if applicable): _____

Daytime Phone: _____ Evening Phone: _____

Physical Address: _____

Email Address: _____

If this is an organization, is it an IRS recognized not-for profit? ____ Yes ____ No

If yes, please submit IRS letter with returned application

Event Details

Event Type:

Events will be scheduled contingent upon availability and staffing. Museum rentals will not be scheduled prior to 4 p.m. during the weekday so that our space remains available for museum programs and group visits. The museum will be available for rental Monday-Friday 4 p.m. – 10 p.m. and Saturday 8 a.m. – 10 p.m.

Event Date: _____ Event Hours _____ Number of guest's _____

Set up Time: _____ Event Start Time: _____ Event End time: _____

Space(s) requested to utilize

- ____ 1. Moton Museum Auditorium
Maximum Capacity: Banquet Style Seating – 70
Maximum Capacity: Auditorium Style Seating – 125

- ____ 2. Tar Paper Shack Building Meeting Room
Maximum Capacity: 20

- ____ 3. Tarpaper Shack Building Pavilion (interior space that converts to exterior)
Maximum Capacity Interior: 40
Maximum Capacity Exterior: 50-75

Set-Up Specifications and Special Requirements:

Will your event require use of our A/V Equipment (refer to # in Rental Policy for a list of our A/V equipment available for usage)? If so, please explain:

A/V Equipment available for use is as follows: Wireless Microphone (1), Projector, Projector Screen, and Podium Microphone (1). Additional technology needs might be available, and should be requested at the time of your reservation. We encourage clients to provide your own laptop for presentations.

Does this event require decorations?

Yes

No

If yes, please explain:

Food & Beverage

Will food be served during this event?

Please note that catering is required. A list of approved caterers will be provide upon approval of application. Outside foods not requiring a caterer that are provided by the renter/ event host should not exceed \$100 in full value. This includes pot-luck style foods, pre-packaged foods, deli trays, etc.

Yes

No

Will Alcohol be served during this event?

Please consult our Guest Services Manager for our Alcoholic Beverage Policy.

Yes

No

