



GLESSNER
HOUSE
MUSEUM

Rental Inquiry Form

Contact Person: _____

Phone: _____ Email: _____

Group/Organization: _____

Desired Day/Date(s): _____ Time: _____

Event/Occasion (check all that apply): _____ Number of People: _____

- | | | |
|---|--|--|
| <input type="checkbox"/> <i>wedding ceremony</i> | <input type="checkbox"/> <i>wedding reception</i> | <input type="checkbox"/> <i>seated dinner</i> |
| <input type="checkbox"/> <i>anniversary party</i> | <input type="checkbox"/> <i>birthday party</i> | <input type="checkbox"/> <i>cocktail party</i> |
| <input type="checkbox"/> <i>bridal shower</i> | <input type="checkbox"/> <i>baby shower</i> | <input type="checkbox"/> <i>luncheon</i> |
| <input type="checkbox"/> <i>corporate event</i> | <input type="checkbox"/> <i>organizational meeting</i> | <input type="checkbox"/> <i>seminar/workshop</i> |
| <input type="checkbox"/> <i>presentation</i> | <input type="checkbox"/> <i>other: _____</i> | |

Location Desired (check all that apply):

- Coach House* *Courtyard* *Conservatory* *Dining Room*

Would you be interested in having tours of the Museum conducted for your event?

- Yes* *No* *Maybe* *Don't know – tell me more.*

How did learn about our rental venue?

- | | |
|---|--|
| <input type="checkbox"/> <i>referral from friend</i> | <input type="checkbox"/> <i>referral from caterer – who?</i> _____ |
| <input type="checkbox"/> <i>prior museum visit</i> | <input type="checkbox"/> <i>referral from vendor – who?</i> _____ |
| <input type="checkbox"/> <i>general internet search</i> | <input type="checkbox"/> <i>another website – which?</i> _____ |
| <input type="checkbox"/> <i>live in neighborhood</i> | <input type="checkbox"/> <i>other:</i> _____ |

Have you viewed our website page on Event Rentals? *Yes* *No*

Have you seen our event rental spaces in person already? *Yes* *No*

Would you like to schedule time to come view the spaces? *Yes* *No*

Office Use Only

Date Received _____ Via: Phone Fax Email By: _____

Contacted On: _____ Via: Phone Fax Email By: _____

Appt. Scheduled For: Day/Date: _____ Time: _____