



GLESSNER
HOUSE
MUSEUM

Rental Inquiry Form

Contact Person: _____

Phone: _____ Email: _____

Address/City/State/Zip: _____

Group/Organization: _____

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

Event/Occasion (check all that apply):

Number of People: _____

wedding ceremony

wedding reception

seated dinner

anniversary party

birthday party

bridal shower

organizational meeting

corporate event

baby shower

cocktail party

seminar/workshop

presentation

other: _____

Location Desired (check all that apply):

Coach House

Courtyard

Conservatory (Beidler Room)

Easy Gallery

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.

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: _____