



Special Events Office
Phone: 312-482-8933, X29
Fax: 312-482-8934
E-mail: events@driehausmuseum.org

Richard H. Driehaus Museum
Special Events Office
Application for Special Event

If interested in booking a special event at the Museum, please fill out the below application. When completed, please fax it back to the Museum's Special Events Coordinator at 312-482-8934.

Today's Date: \_\_\_\_\_ Date of Event: \_\_\_\_\_

No. of Guests: \_\_\_\_\_ Time of Event (Start to Finish): \_\_\_\_\_

To comply with the Museum's mission and educational mandate, rental of the Museum facility for special events is limited to those events in which the use of the Museum is substantially related to education and the appreciation of art.

Please check one:
[ ] Meeting [ ] Reception [ ] Seated Meal [ ] Lecture [ ] Other: \_\_\_\_\_

Event Location (Check all that apply):
[ ] Museum [ ] Main Hall [ ] Ballroom [ ] Billiards Room & Lower Level

Contact Name: \_\_\_\_\_ Phone Number: ( ) \_\_\_\_\_

Organization: \_\_\_\_\_ Not-for-Profit? [ ] Yes [ ] No

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Fax Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

Title and description of event along with attachment of proposed agenda:
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_

Services Needed (Check all that apply):
[ ] Audiovisual [ ] Beverage [ ] Electrical/Lighting [ ] Floral [ ] Food [ ] Music/Entertainment
[ ] Security [ ] Valet [ ] Misc. Services (Please specify): \_\_\_\_\_

Site visit, which Museum recommends? [ ] Yes [ ] No

Once the application is received, the Special Events Coordinator will review the application and determine eligibility for use of the Museum. If eligible, and date is available, the Special Events Coordinator will issue a contract proposal with a required return date. The applicant will then have until the required return date to return a signed contract to the Special Events Coordinator.

Note that the special event will only be considered confirmed when the following has been received by the Special Event Coordinator on or before the required return date: 1) a signed contract; 2) a non-refundable, non-transferable 50% deposit of facility rental fee; 3) a refundable \$2,500 damage deposit; and 4) a credit card number.