

Museum Rental Interest Form

This interest form helps museum staff understand the event for which the space is to be rented. This form does NOT guarantee the rental nor act as the rental contract. Once the museum has received this form, a member of staff will be in contact to schedule the required walkthrough.

In completing and submitting the Rental Request Form, the rental client acknowledges they have read and will abide by all of the Rental Terms and Conditions.

Name of Organization: _____

Name of Contact Person: _____

Billing Address: _____

Phone: _____

Email: _____

Name of Event: _____

Date of Event: _____

Time of Event: _____

Description of Event: _____

Number of Event Attendees: _____

Rental Space: (Please mark your rental selection)

_____ Passenger Station Lobby (\$1,200/\$1,000 for Non-profit organizations; \$500 non-refundable deposit)

_____ Trackside Lobby and Theater (\$400; \$150 non-refundable deposit)

This form may be submitted by mailing it to the O. Winston Link Museum at 101 Shenandoah Ave. NE Roanoke, VA 24016. For faster confirmation of interest, this form may be submitted by emailing the museum at info@vahistorymuseum.org. Please put "Museum Rental" in the subject line.