

FACILITY RENTAL FORM

Location: 225 North Roberts, Helena, MT 59620-1201. Contact: Jodel Fohn at jfohn@mt.gov or 406-444-1799.

Name of organization _____

Name of contact person _____

Address _____

Phone number(s) _____ E-mail _____

Space requested: MHS Lobby _____ MHS Auditorium _____ Day / Date of Event _____

Number of people _____ Set-up time: _____ Start time _____ End time _____

Type of Function: Meeting _____ Reception _____ Sit-Down Dinner _____ Other _____

Will food and/or alcohol be served? _____ Name of caterer _____

Do you need the Museum Store open? _____ Galleries open? _____ Auditorium open (if a lobby rental)? _____

Do you need a PA system? _____ What audio/video services do you require? _____

(Note: These services are billed at \$75.00 per hour for staff and equipment and are available only in auditorium.)

How many tables do you need? _____

How/where do you want them set up? _____

Other notes or special instructions? _____

Total estimated fee* _____

(*Subject to additional charges for damage, extraordinary cleaning, additional guard hours, etc.)

I agree to abide by all the rental guidelines as stipulated by MHS. I understand that the reservation is not guaranteed until this form has been signed by both parties and returned to the MHS.

Gallery Hosts \$75.00 – Check payable to Friends of Montana Historical Society (if needed).

Renter's signature _____ Date _____

For MHS use

MHS Contact _____ E-mail _____ Phone _____

Number of MHS volunteers needed? _____ Number of MHS staff needed _____

Copies Distributed Date _____ Security _____ K. White/Friends _____ Store _____ IT _____ Tour Guide
Program Managers: MK _____ DK _____ RG _____ MAK _____ PB _____ JBOL _____ DD _____