

LETTER OF INTENT

By completing the following Letter of Intent, it is understood that you have read all materials provided within the Facilities Rental Guide. Please complete this form and return to the Facility Rental Office. Your event will only be reserved with a completed Letter of Intent. This Letter of Intent will expire with 5 business days if a deposit has not been made within that time frame. A Facility Use Agreement will immediately follow your submission. To confirm your event, an executed Facility Use Agreement and Security Deposit must be received by the due date. Failure to return the Facility Use Agreement and Security Deposit will result in the loss of your date.

Event Name: _____

Event Date: _____ Event Time: _____

Space Requested: _____

Purpose/ Description of Event: _____

We are expecting approximately _____ guests. Is this event a fund raising event? Yes No

Contact Person _____

Company _____

Address _____

City _____ State _____ Zip _____

Phone #1 _____ Phone #2 (cell) _____ Fax Number _____

Email Address _____

*****I fully understand that all monies given to the Museum of African American History as a deposit or full payment is non-refundable.***

Client Signature: _____

**DEPOSIT MUST BE RECEIVED WITHIN 5 BUSINESS DAYS
IN ORDER TO HOLD THE ROOM INDEFINITELY.**

HOW WILL YOU SECURE YOUR RENTAL? Payments can be made Tuesday-Friday, 9 AM - 5 PM at the information desk. Please contact your coordinator.

- CREDIT CARD** (Please attach the Credit Card Authorization Form and a copy of your Photo ID)
- CHECK** (Please make checks payable to the Museum of African American History)
- CASH** - Must be paid in person

MAILING A PAYMENT?

Put your event title in the memo and send to:
 Charles H. Wright Museum, Attn: Facility Rentals
 315 E. Warren Avenue, Detroit, MI 48201