

Today's Date: _____

Letter of Intent

By completing the following Letter of Intent, it is understood that you have read all materials provided within the Facility 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 within 5 business days if a deposit has not been made within that time frame. A Facility Use Agreement will immediately follow your deposit. To confirm your event, an executed Facility Use Agreement and Security Deposit must be received by the due dates. 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.

Contact Person _____

Company _____

Address _____

City _____ State _____ Zip _____

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

Email Address _____

Please confirm my event today with my credit card:

() VISA () Mastercard () AMEX () Other _____

Card Number _____

Expiration Date _____ Security Code _____

Signature of Name on Card _____

Please make checks payable to the Museum of African American History.

**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: _____