

Joliet Area Historical Museum Rental Request Form

General Information:

Name of Contact Person: _____

Address: _____

Phone: _____ Cell Phone: _____

Email: _____

Name of Secondary Contact (i.e. Groom): _____

Phone: _____ Email: _____

Room Requested:

- Route 66 Visitor Center
- Houbolt Rooftop Terrace
- Caterpillar Auditorium
- Resource & Discovery Room

Type of Event: _____

Date of Event: _____ Start & End Time: _____

Approx. Number of Guest: _____

Furniture/AV Needs:

Number of chairs requested: _____

Number of tables requested: _____

Additional equipment you will require:

- Podium
- Slide Screen
- Slide Projector
- Easels # to be set up _____
- Microphone/Amp
- Laptop

Any additional requests:

**Please return request to Liz McNeil, Special Events Manager
204 North Ottawa St. Joliet, IL 60432
e.mcneil@jolietmuseum.org Fax: 815.723.9039**