## Application for Use of the Smithsonian Arts and Industries Building

All organizations wishing to host a function at the Smithsonian Arts and Industries Building must submit this application to the Office of Special Events and Protocol (OSEP) for approval. The organization hosting the event or an event manager acting on behalf of the organization may submit an application. Complete the application by providing all requested information and return to OSEP. This application does not guarantee use of space. OSEP will review the application and may approve or disapprove the application. This is not an event contract. A contract will be provided for signature once the application has been approved. The event is not guaranteed until this application is approved, all parties sign an event contract, and initial payment has been received.

Name of O	rganization or Individual $\_$		·				
Status:	Government Agency	For-Profit	Nonprofit				
	Individual	Other (specify) _					
Primary Co	ntact						
Name of th	e renter if different from t	he primary contact					
Title							
PhoneCell							
Email							
Website							
Street Addı	ress						
Mailing Add	dress (if different)						
City		State	Zip				
Sponsor or	Underwriter of event (if ar	ny)					
Have you h	osted an event at the Smit	hsonian before? (Specify the	e museum)				
Event Infor	mation						
Type of Eve	ent (select one):	Corporate/Association					
		Wedding					
		Personal/Social (birthday/anniversary parties)					
		Nonprofit Fundraiser					
	cannot hold social events for eas, prom parties, children's		bar and bat mitzvah parties,				
Name of Ev	/ent						
Please Des	cribe Event						
1 <sup>st</sup> Choice E	Event Date(s)						
2 <sup>nd</sup> Choice	Event Date(s)						

Event Starting	Time					
Event Ending	Time					
Estimated Ma	ximum Attendance					
Do you expect	t to have news med	ia at your ever	nt?	No	Yes	If yes, please describe below
Do you expect	t to film at your eve	nt? No	Yes	If yes,	descr	ibe purpose below
Vendors						
is subcontract the subcontra than [30 days]	ing any portion of t ctor approved. All c	heir services, s hanges to the All vendors pro	ubconi vendoi ovidinį	tractor or rs must g service	contact be pro es mus	es and Industries Building. If a vendor t information must be provided and vided to OSEP in writing, no later t be approved by OSEP. Execution of
	ement Company Info					
						Zip Code
-	els of event manage nation if known.	ement compan	ies are	being u	tilized	, attach list of all companies and
Caterer						
Lighting Comp	oany					
Contact Name						
A/V Company	2. Dhono					
Contact Name	: & Phone					
Contact Name	& Phone					
Production Co	mnany					
Contact Name	e & Phone					
						<del></del>
Valet / Transp	ortation Company _					
Contact Name	& Phone					
Decor Compar	าง					
Contact Name	. & Phone					
						nd agree to comply with it:
Agree		•			-	_ Date
ABICC	. 401110					_ Date

 $Please\ send\ completed\ application\ to\ Smithsonian Events@si.edu.$