

Application for Use of the National Postal Museum

All organizations wishing to host a function at the National Postal Museum must submit this application to the NPMEvents@si.edu 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 NPMEvents@si.edu. This application does not guarantee use of space. The events manager 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 payment has been received.

Name of Organization or Individual

Status: Government Agency _____ For-Profit _____ Nonprofit _____ Individual _____

Other (Specify) _____

Primary Contact _____

Title _____

Phone _____ Cell _____

Email _____

Website _____

Street Address _____

Mailing Address (if different) _____

City _____ State _____ Zip _____

Sponsor or Underwriter of event (if any) _____

Have you hosted an event at the Smithsonian before? (Specify the museum)

Event Information

Type of Event (select one): _____ Corporate/Association

_____ Wedding

_____ Personal/Social (birthday/anniversary parties)

_____ Nonprofit Fundraiser

(Note: we cannot hold social events for teens and children such as bar and bat mitzvah parties, quinceañeras, prom parties, children's birthday parties, etc. We cannot hold events during museum hours nor business meetings.)

Please Describe Event _____

Name of Event _____

1st Choice Event

Date(s) _____

2nd Choice Event Date(s) _____

Event Starting Time _____

Event Ending Time _____

Estimated Maximum Attendance _____

Vendors

A vendor is any company providing services to Lessees within the National Postal Museum. If a vendor is subcontracting any portion of their services, subcontractor contact information must be provided and the subcontractor approved. All changes to the vendors must be provided to National Postal Museum in writing, no later than 30 days prior to the event. All vendors providing services must be approved by the special events office. Execution of a Rental Agreement is not an approval to use the vendors listed.

I have read the National Postal Museum's Rental Policy and agree to comply with it:

Signature: _____ Date: _____