



EASLEY AREA MUSEUM

Please return completed form to Museum during open hours, return directly to a Board Member, or mail to PO Box 205, Easley, SC 29641.

# Meeting and Tour Request Form

The Easley Area Museum is available for meetings and tours. There is no charge for the use of the museum, although donations are appreciated.

## Requirements For Use

A group may request permission from any Board Member to hold a meeting or tour. Meetings and tours will be accompanied by a Museum Host.

## Meeting Requirements:

- Meetings/tours must be groups of less than 30 (does not apply to school groups)
- Provide tables/chairs – designate placement/location
- Museum Host will open/close the museum and inspect premises after meeting
- Food & Drinks are allowed – table cloths/coverings must be used
- Displays cannot be moved
- Group must remain in designated display area – no admittance to back porch, basement or upstairs
- Meeting/group tour requests must be accompanied by a request form

Meeting       Tour

Name of Group: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Responsible Person: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Number of attendees: \_\_\_\_\_

Special requests/needs: \_\_\_\_\_