



# Rental Request

313 South Second Street  
Rogers AR 72756  
Phone: 479-621-1154

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

Event: \_\_\_\_\_

Space Requested:                      Trammel Gallery                      Key Wing

Set Up Needed:                      Tables & Chairs                      Chairs Only

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

Number of People Expected: \_\_\_\_\_

Do you plan to serve food/drinks?      Yes      No

If yes what do you plan to serve: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Trammel Gallery Capacity:    80 people with 10 round tables and stage  
   96 people with 12 round tables and no stage  
   100 people in rows of chairs with stage

Key Wing Capacity:              64 people with 8 tables and stage  
   80 people with 10 tables and no stage  
   80 people in rows of chairs with stage

A particular space may be unavailable at certain times due to museum activities. The space requested is not guaranteed. If the space requested is not available the other space will be offered if it is available. Requests must be made at least 7 days and no more than 90 days in advance. The RHM will reply to requests within 5 business days. All requests are subject to the approval of the RHM Director. Please return form to Jennifer Sweet at the Rogers Historical Museum or email to [jsweet@rogersar.gov](mailto:jsweet@rogersar.gov).