

Museum Rental Request

The History Museum & Historical Society of Western Virginia, doing business as the O. Winston Link Museum (the "Museum") allows for rentals of space within the former Norfolk and Western Passenger Station. To secure the rental, this form must be completed and returned to the museum, and the corresponding deposit for the rental must be received by the Museum within 30 days of the Confirmation of Request notice being sent by the Museum.

Rental Requests of 30 days or less can only be made by contacting the Museum directly.

In completing and submitting the Rental Request Form, the rental client acknowledges they have read and will abide by all of the Rental Terms and Conditions.

Name of Organization: _____

Name of Contact Person: _____

Billing Address: _____

Phone: _____

Email: _____

Name of Event: _____

Date of Event: _____

Time of Event: _____

Description of Event: _____

Number of Event Attendees: _____

Rental Space: (Please mark your rental selection)

_____ Passenger Station Lobby (\$1,200/\$1,000 for Non-profit organizations; \$500 non-refundable deposit)

_____ Trackside Lobby and Theater (\$250; \$125 non-refundable deposit)

This form may be submitted by mailing it to the O. Winston Link Museum at 101 Shenandoah Ave. NE Roanoke, VA 24016. For faster confirmation of request, this form may be submitted by emailing the museum at info@vahistorymuseum.org. Please put "Museum Rental Request" in the subject line.