

# Historic Carnegie Library Rental Information and Application

The Historic Carnegie Library is a privately owned venue which hosts many unique events. The rental price for the building is determined on an individual basis, depending on many factors. To obtain rental pricing, please fill out the required information below and return the form to our office. We will check availability, determine rental pricing and contact you.

Name \_\_\_\_\_

Organization \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip Code \_\_\_\_\_ Daytime Phone \_\_\_\_\_

Email \_\_\_\_\_

Are you a non-profit organization?     Yes     No

Event Date \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_

Do you require prior set up time for your event?     Yes     No

If so, when and how much time? \_\_\_\_\_

Is this event a fundraiser for a specific cause?     Yes     No

If yes, please give details of fundraising event \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Please describe in detail what you plan to use the building for \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How many guests do you anticipate for this event? \_\_\_\_\_

Will you require any of the following rental items for your event (please check all that apply)

\_\_\_\_\_ Tables      \_\_\_\_\_ Chairs      \_\_\_\_\_ Linens      \_\_\_\_\_ China      \_\_\_\_\_ Flatware  
\_\_\_\_\_ Glassware      \_\_\_\_\_ Buffet Equipment      \_\_\_\_\_ Other

Please list all items you require:

If you are planning to bring items into the venue (food, beverages, items for sale or show, etc.) please list:

Do you have any special electrical requirements, other than basic lighting?

\_\_\_\_\_ Yes      \_\_\_\_\_ No      If yes, explain \_\_\_\_\_

Do you require any of the following (please check all that apply)

\_\_\_\_\_ Kitchen Facilities      \_\_\_\_\_ Refrigeration      \_\_\_\_\_ Food Prep Area

Aside from you or your organization, will you be hiring any outside vendors or services for for your event? (check all that apply)

\_\_\_\_\_ Caterer      \_\_\_\_\_ Musician      \_\_\_\_\_ Other (please explain)

Are you interested in hiring our in-house caterer?

\_\_\_\_\_ Yes      \_\_\_\_\_ No      \_\_\_\_\_ Maybe ( I would like more information)

Are you interested in hiring An Elegant Affair to help plan, set up and decorate your event?

\_\_\_\_\_ Yes      \_\_\_\_\_ No

Thank you for completing this form. It will help us determine a rental price for your event.

**Please mail this form to:**

**Historic Carnegie Library, An Elegant Affair, PO Box 458, Devils Lake ND 58301.**