



## **APPLICATION TO USE KHS FACILITIES AND GROUNDS**

Please complete the following three pages, signing where required, and return to the Special Events and Rental Facilities Coordinator.

Email to: [khsrentals@ky.gov](mailto:khsrentals@ky.gov)

-or-

Mail to: Kentucky Historical Society

Attn: KHS Rentals

100 W Broadway Street

Frankfort, KY 40601

Upon receipt of your application, KHS will review the information and notify you of approval. You will also receive an estimate of fees and instructions to move forward with the rental agreement.

This is only an application. In order to secure an active rental with KHS, booking deposit, certificate of liability insurance and signed rental agreement are required.

### **Section One: Applicant Contact Information**

First Name:

Last Name:

Street Address:

City:

State:

Zip:

Primary Contact Number:

Alternate Contact Number:

Email:

Fax:

### **Section Two: Organization Information (if applicable)**

Organization Name:

Street Address:

Apt/Suite:

City:

State:

Zip:

Organization Phone Number:

Organization Email:

501(c)(3)# (if applicable):

### Section Three: Event Information

Name of Event:

Anticipated Daily Attendance:

Date(s) of Event:

Start Time (including set-up):

End Time (including clean-up):

Event Web Address:

Proposed Location/Address:

Please Describe the Proposed Event in Detail:

#### Do You Plan to Bring:

Handheld Signs/Placards - Quantity:  
Podium  
Chairs  
Lighting Equipment  
Tables - Quantity:  
Food or Drink Service:  
Portable Restrooms (outdoor)

Banners  
Distribution of Literature  
Press Riser or Stage  
Portable Sound System  
Camera Tripod  
Security  
Other:

#### Do You Need KHS to Provide or Coordinate: (additional fees may apply)

Sound package  
Stanchions  
Conference Call Phone  
Podium, Backdrop, or Flags

Projector/Screen  
Atmosphere Music (Commonwealth Hall only)  
Electricity  
Additional Trash Receptacles

## **ACCEPTANCE**

I request the use of the described Kentucky Historical Society facilities based upon the rules set forth above and accept all terms and conditions contained herein. I certify I am an authorized representative of the person(s), firm, group, or organization applying for permission to use the facilities, I am at least 18 years of age, and I am authorized to enter into agreements.

Failure to comply with these rules may result in revocation of permission to use the facilities and denial of future requests.

I have read, understand, and agree to abide by the Rules of Use of Kentucky Historical Society Facilities and Grounds, and I will be responsible to make the participants involved in this sponsored activity aware of said rules.

I understand that submitting this application does not constitute agreement. I acknowledge that once my application is approved, KHS staff will contact me with an estimate of fees and a rental agreement. My reservation is not secured or guaranteed until KHS receives booking deposit, certificate of liability insurance, and a signed rental agreement.

Applicant's Name:

Signed:

Date:

Title: