



THE WRIGHT

LETTER OF INTENT

By completing the following Letter of Intent, you acknowledge that you have read and understood all materials provided within the Facilities Rental Guide. Please complete this form and return it to the Facility Rental Office. Your event will be reserved only upon receipt of a completed Letter of Intent. This Letter of Intent will expire after ten (10) business days if a deposit is not received within that timeframe. Upon submission, a Rental Agreement will be issued. To confirm your event, an executed Rental Agreement and Security Deposit must be received by the specified due date. Failure to return the Rental Agreement and Security Deposit by the deadline will result in the release of your event date.

Event Name: _____

Event Date: _____ Event Time: _____

Space Requested: _____

Purpose/Description of Event: _____

We are expecting approximately _____ guests. Is this event a fund raising event? Yes No

Contact Person _____

Company _____

Address _____

City _____ State _____ Zip _____

Phone #1 _____ Phone #2 (cell) _____ Fax _____

Email Address _____

*****I fully understand that all monies given to the Museum of African American History as a deposit or full payment is non-refundable.***

Client Signature _____

DEPOSIT MUST BE RECEIVED WITHIN 10 BUSINESS DAYS IN ORDER TO HOLD THE ROOM INDEFINITELY.

HOW WILL YOU SECURE YOUR RENTAL? Payments can be made Tuesday-Friday, 9a-5p at the information desk. Please contact your coordinator.

- CREDIT CARD*** (You will receive a link to make your deposit, payments or in full by Credit Card)
- CHECK*** (Please make checks payable to the Charles H. Wright Museum of African American History)
- CASH*** (Must be paid in person- With a scheduled appointment)

MAILING A PAYMENT?

Put your event title in the memo and send to:

Charles H. Wright Museum, Attn: Facility Rentals
315 E. Warren Ave., Detroit, MI 48201

315 East Warren Avenue, Detroit, Michigan 48201-1443 Event Rentals (313) 494-5800 | www.TheWright.org