

**SWORDS INTO PLOWSHARES PEACE CENTER AND GALLERY**

**33 E. Adams**

**Detroit, MI 48226**

**Swordsintoplowshares313@gmail.com**

**313-963-7575**

**Reservation form**

**ORGANIZATION** \_\_\_\_\_

**CONTACT PERSON** \_\_\_\_\_

**Address** \_\_\_\_\_

**City/State/Zip code** \_\_\_\_\_

**Phone (day)** \_\_\_\_\_ **(evening)** \_\_\_\_\_ **Fax** \_\_\_\_\_

**Email address** \_\_\_\_\_

**Event title:** \_\_\_\_\_

**Day and date of event:** \_\_\_\_\_

**Start time** \_\_\_\_\_ **End time** \_\_\_\_\_

**Day and time you will begin setting up** \_\_\_\_\_

**Number of persons expected:** \_\_\_\_\_ **Number of parking spaces needed:** \_\_\_\_\_

**We will need:** \_\_\_\_\_ **chairs and** \_\_\_\_\_ **6 foot tables,** \_\_\_\_\_ **podium,**

\_\_\_\_\_ **microphone,** \_\_\_\_\_ **other** \_\_\_\_\_  
(specify)

**Use the enclosed diagram to indicate how the tables and chairs are to be set up.**

**Anything else?** \_\_\_\_\_

**We will complete cleaning up:** date \_\_\_\_\_ time \_\_\_\_\_

**Are refreshments being served?** \_\_\_\_\_ **yes** \_\_\_\_\_ **no**

(over)

**Additional comments or special requests** \_\_\_\_\_

---

---

---

**Rental rates are enclosed. A 50% non-refundable deposit is required with the completed reservation form to secure the date. Please make your check payable to: Swords Into Plowshares.**

**If you have any questions, please contact the office.**

**RULES:**

- **Smoking is not allowed inside any part of the building or within 25ft of the premises doors.**
- **The Peace Center staff is expected only to supervise and represent Swords Into Plowshares, unless it has been prearranged and specified in writing.**
- **Please do not to touch or handle the art.**
- **Any damage to either the artwork or the property that occurs during the function will be the responsibility of the organization hosting the function.**

**4/30/16**