



www.toyotaUSAmuseum.com

19600 Van Ness Ave., Torrance, CA 90501

Museum Phone: (310) 468-8726

Museum Use Only
Database/Logged:

Date of Request:

MUSEUM RESERVATION FORM

EVENT NAME

ORGANIZATION

CONTACT NAME

CONTACT PHONE

E-MAIL CONTACT

DAY and DATE

START TIME

END TIME

ACCESS TIME

NUMBER OF ATTENDEES

CATERER NAME AND PHONE#

SET-UP Style:	Rounds <small>(25 rounds or less with 8 to 10 Chairs)</small>	Auditorium <small>(300 Chairs or less)</small>	Classroom <small>(40 Attendees or less)</small>	U-shape / Hollow Square <small>(40 Attendees or less)</small>
(Please indicate set-up with an "X")				

SET-UP requirements: (please indicate by check mark the equipment needed)

A/V support staff person
 lcd projectors and screens Group will need to bring own laptop.
 sound system with xm radio
 lectern with microphone
 flip charts with markers (please indicate number)

Please indicate the number of tables:

60" rounds with 8-10 chairs
 8ft rectangle buffet tables
 EXECUTIVE WOOD BAR WITH 6 FT BACK BAR TABLE
 Note: ABC Liquor License is required if serving alcohol

Special Disabilities Requirements:

NOTES TO CURATOR:

PLEASE FAX FORM TO: (310) 381-5353 OR E-MAIL FORM TO: susan_sanborn@toyota.com
 TOYOTA SECURITY (310) 468-4421 (24 HOURS/7 DAYS PER WEEK)
 MUSEUM A/V Support: Mr. Chris A Maestas, (310) 468-7349