Museum Rental Request

The History Museum & Historical Society of Western Virginia, doing business as the O. Winston Link Museum (the “Museum”) allows for rentals of space within the former Norfolk and Western Passenger Station. To secure the rental, this form must be completed and returned to the museum, and the corresponding deposit for the rental must be received by the Museum within 30 days of the Confirmation of Request notice being sent by the Museum.

Rental Requests of 30 days or less can only be made by contacting the Museum directly.

In completing and submitting the Rental Request Form, the rental client acknowledges they have read and will abide by all of the Rental Terms and Conditions.

Name of Organization: __________________________________________________________

Name of Contact Person: _______________________________________________________

Billing Address: __________________________________________________________________
______________________________________________________________________________

Phone: _________________________________________________________________________

Email: _________________________________________________________________________

Name of Event: __________________________________________________________________

Date of Event: __________________________________________________________________

Time of Event: __________________________________________________________________

Description of Event: __________________________________________________________________

Number of Event Attendees: __________________________________________________________________

Rental Space: (Please mark your rental selection)

____ Passenger Station Lobby ($1,200/$1,000 for Non-profit organizations; $500 non-refundable deposit)

____ Trackside Lobby and Theater ($250; $125 non-refundable deposit)

This form may be submitted by mailing it to the O. Winston Link Museum at 101 Shenandoah Ave. NE Roanoke, VA 24016. For faster confirmation of request, this form may be submitted by emailing the museum at info@vahistorymuseum.org. Please put “Museum Rental Request” in the subject line.