

Silent Witness Request Form and Agreement

Thank you for your interest in the Silent Witnesses. If you would like to schedule an exhibition of the Silent Witnesses, please complete the following request form/agreement and return by fax, mail or email. **If you fax or email the form to Alexandra House, please make sure you also send a hard copy of the form by U.S. mail with your damage deposit.** Once we have reviewed your request, we will contact you regarding the availability of the Silent Witnesses. **If you have NOT received a phone call from us, it means that we have not received your form.**

Organization requesting Silent Witnesses _____

Address _____ City, State, Zip _____
(Please provide an address where the U.S. Postal Service delivers.)

Contact person(s) _____

Phone number(s) _____ Fax number _____

E-mail address _____

Short description of event _____

How many Silent Witnesses are you requesting?

Entire Display 10 Witnesses 5 Witnesses Other (please indicate quantity) _____

Are you requesting specific Silent Witnesses?

Yes No If yes, who? _____

Silent Witness Profile handouts can be downloaded and printed from our [website](http://www.alexandrahouse.org).

Silent Witnesses must be picked up and returned by requesting organization. Pick up and return must be scheduled in advance and during regular business hours Monday – Friday 9am – 4:30pm. Reservations longer than 4 days must be preapproved with Alexandra House.

Pick Up Information

Date _____ Time _____

Name(s) _____

Cell Number(s) _____

Drop Off Information

Date _____ Time _____

Name(s) _____

Cell Number(s) _____

For Office Use Only

Deposit Paid \$ _____ Check # _____ Donation Included \$ _____ Check # _____

Exhibit Fees

Donation

We ask the organizations displaying the Silent Witnesses provide a **\$50 donation** to Alexandra House to support the costs of making them available. **Are you able to provide this donation?**

- Yes, a \$50 donation check is enclosed.
- Yes, we will send a \$50 donation check on _____.
- Yes, our donation to Alexandra House will be collected during the exhibit and provided at drop off.
- No, but we will be able to contribute \$_____.

Damage Deposit

In order to ensure that the Silent Witnesses are able to remain available we require organizations displaying them to provide a **\$100 damage deposit**. This must be a SEPARATE check from the donation. The display will not be released until the deposit check is received. If it is returned on time and in good condition, your deposit will be returned by U.S. Mail. See the Silent Witness Agreement for details. **Is the damage deposit enclosed?**

- Yes, a \$100 damage deposit check is enclosed.
- No, we will provide a \$100 damage deposit check at pick up.

Silent Witness Agreement

- 1) I agree that while the Silent Witnesses are in my care the display will be treated with the utmost of respect and caution.
- 2) I agree that the Silent Witnesses will be displayed in a safe environment with protection from outside elements. Silent Witnesses cannot be exposed to rain or winds greater than 10 miles per hour. If weather conditions change, the Silent Witnesses must be moved to a protected location immediately.
- 3) I agree that food and beverages will not be allowed near the display, nor will touching of the witnesses be permitted during the exhibits display.
- 4) I agree that the display will be supervised at all times and after hours the display will be in a secured area.
- 5) I assume full responsibility for the Silent Witnesses and protective coverings while in my care and agree that if any of the Witness Stands or protective coverings are damaged, I will be charged **\$50** per damaged witness stand and protective cover.
- 6) I will ensure that the Silent Witnesses are returned to Alexandra House in their protective coverings.
- 7) If I return the Silent Witnesses to Alexandra House past the stated date of return, I agree that I will be charged **\$25** for each day late.

Printed Name _____ Date _____

Signature _____

Please complete this form, copy for your records, and mail, email, or fax to us.

IF YOU FAX OR EMAIL THE FORM TO ALEXANDRA HOUSE, PLEASE SEND A HARD COPY OF THE FORM BY U.S. MAIL AS WELL. We will call you with a confirmation as soon as we receive your request form. If you do not receive a confirmation call within 3 business days of faxing your form to us, please call us to ensure we have received your fax.

**PLEASE SEND ALL MATERIALS AND CHECKS TO:
Alexandra House, Attn: Silent Witness Exhibit, 10065 3rd St NE, Blaine, MN 55434**