

Building Use Inquiry

PART 1 OF 2

JOHNSON HOUSE HISTORIC SITE | 6306 GERMANTOWN AVENUE, PHILADELPHIA, PA 19144

Please complete both pages and email the saved PDF to info@johnsonhouse.org.
Your request is subject to staff review; rates, insurance and availability must be confirmed.

Primary contact name

Organization / group (if applicable)

Email address

Telephone

Event name / intended purpose

Preferred date (MM/DD/YYYY)

Alternate date (optional)

Event start time

Event end time

Estimated number of attendees

Spaces requested (check all that apply)

- | | | |
|---|---|---|
| ☐ Parlor | ☐ Office / Library | ☐ Dining Room |
| ☐ Kitchen (support only) | ☐ Garden | ☐ Unsure / Need guidance |

Short description of planned activities

Note: Historical furnishings and preservation requirements may limit permitted setups and uses.

Planning & Requirements

PART 2 OF 2

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Share initial logistics so staff can determine suitability and next steps.

Event needs (check all that apply)

- | | | |
|--|--|---|
| ☐ Tables / chairs | ☐ Catering / food | ☐ Microphone / AV |
| ☐ Garden setup | ☐ Photography / filming | ☐ Other requirements |

Describe layout, equipment or accessibility needs

Additional questions / information

Acknowledgment

- ☐ I understand that submitting this inquiry does not reserve a date or approve event use.
- ☐ JHHS must review availability, permitted activities, insurance, fees and the Building Use Agreement.
- ☐ I will not advertise or contract vendors for the site until Johnson House confirms authorization.

Name / typed acknowledgment

Date submitted

Submit: Email the completed, saved PDF as an attachment to info@johnsonhouse.org

Final terms, insurance, applicable fees and approvals are addressed in a separate JHHS agreement.