



Event Space Inquiry Form

Please tell us about your event. A member of our team will contact you within three business days. Thank you!

Contact Information

Name _____

Company Name (if applicable) _____

Address _____

Cell _____

Email _____

Inquiry is on behalf of a:

nonprofit organization for-profit organization individual

Type of Event (select all that apply)

Class / Workshop

Conference

Film Screening

Lecture

Lecture & Reception

Performance

Memorial

Other _____

Event Details

Event date _____

Alternate date(s) _____

Event start time _____

Event end time _____

Set-up time _____

Clean-up time _____

Is this an indoor or an outdoor event? Indoor Outdoor Both

Number of guests/attendees expected _____

- | | | |
|--|------------------------------|-----------------------------|
| Is this a multi-day event? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Is this a public event? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Is this a ticketed event? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Do you need A/V equipment? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Do you plan to serve food? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Do you plan to serve alcoholic beverages | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

How did you hear about The Center at Belvedere?

- Returning Client
- Word of Mouth
- Online Search
- Attended Event at The Center at Belvedere
- Print Advertisement
- TV or Radio Spot
- Social Media
- Other _____

Additional information about your event and/or special requests.

The Center at Belvedere's rental brochure is available online at thecenterville.org.