



RESERVATION REQUEST FORM

Please use a separate form for each event.

TODAY'S DATE _____

ORGANIZATION (if applicable) _____

NAME (of person signing contract) _____

PRIMARY CONTACT (if different) _____

ADDRESS _____

CITY/STATE/ZIP _____

PHONE _____

EMAIL _____

The CCC schedule is available at www.fcgov.com/creativecenter. Schedule is subject to change.

Type of Rental Request (choose all that apply to this event):

- WEEKLY GALLERY RENTAL
Select Gallery: A B C
EVENT RENTAL - GALLERY
EVENT RENTAL - HERITAGE COURTYARD
AFTER HOURS GALLERY RENTAL
ART CLASS RENTAL
IDEA LAB RENTAL
PERFORMANCE RENTAL

Dates for Gallery Rental: _____

Date(s) for Event Rental (Gallery reception or other event): _____

Will you serve alcohol: Yes No

Event time: _____

Set-up begins: _____ Event starts: _____ Event ends: _____ Clean-up ends: _____

Short description of event (i.e., gallery exhibit, music performance, fund-raising event, wedding, etc.) include any equipment (i.e., tables, chairs, AV) you need supplied by the Carnegie and any you will be renting:

Email or deliver this form to Deb Catlow at dcatlow@fcgov.com
Or deliver to Carnegie Center for Creativity, 200 Mathews St., Fort Collins, CO, Wed-Sat. 12-6pm. Please check the calendar at http://www.fcgov.com/creativecenter/calendar.php to confirm the building will be open.
Call for further information: 970-416-2069 during business hours.

Event requests are taken on a first-come, first-served basis, whether by email, phone or in-person. Reservations are not considered confirmed until full payment of fees and a signed contract are received.
Do not send payment with this form. This form serves as the initial request for dates/rooms.