



Albany Center Gallery
 488 Broadway, Suite 107
 Albany, NY 12207
 518-462-4775
www.albanycentergallery.org
director@albanycentergallery.org

ALBANY
 center gallery

Space Rental Request Form

Conveniently located in downtown Albany, New York, Albany Center Gallery is available for business and personal events and programs. No matter what type of gathering you're planning, ACG's space is a beautiful venue inside the newly renovated Arcade Building that will have your guests talking long after they've left.

Please provide us with information about your proposed event and send via email to director@albanycentergallery.org. We will be in touch to discuss your event in more detail.

Organizer (Individual or Business)

Name of Event _____

Proposed Date(s) of Event _____

Duration of Event _____

Expected # of attendees _____

Brief description of event _____

Contact Person _____

Phone Number _____

Email _____

Do you plan to serve food, drinks or alcohol? Yes No

Will you provide the food / drinks or do you want us to (for an additional fee?)

Event organizer will provide ACG will provide