



Albany Center Gallery Space Rental Request Form

Conveniently located in downtown Albany, NY, 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.

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

Organizer (Individual) _____

Affiliated Business/Organization Name _____

Is the organization a not-for-profit? Yes No

Name of Event _____

Proposed Date(s) of Event _____

Time and Duration of Event _____

Expected # of attendees _____

Type of event (circle all that apply): Employee Gathering Meeting Memorial / Celebration of Life

Networking Event Party Pep Rally Performance Other: _____

Brief description of event: _____

Is the event: private free & open to the public public w/ admission tickets

Do you plan to have: Food _____ Beverages _____ Alcohol _____

Music _____ Event staffing _____

Is there anything else you want to have at the event? Please provide any necessary comments below:

Contact Person _____

Phone Number _____

Email _____