



**ALBANY**  
center gallery

## 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 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 [info@albanycentergallery.org](mailto:info@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 \_\_\_\_\_