



Where Creativity and Wellness Meet

Event Request Form

Today's Date: _____

Contact Person

Organization

Address

Phone Number

Email

Name of Event

Expected # of Participants

Description of Event

Proposed Date of the Event: _____

Time Slot Needed _____
Including set-up/tear down/cleanup

Fee charged for the event: Yes or No How much? _____
(circle one)

Which Studio Z space is requested? Sewing Room Jewelry Bar Art Cave Other
If Other, please specify _____

Do you need Catering Services?

Those renting space can bring their own food and beverages.

I have read the attached forms and agree to abide by these conditions. I understand that this Event Request is contingent upon the approval by the Studio Z Event Coordinator.

Name

Signature