

**IN-SHOP EVENT OR RENTAL INQUIRY FORM**

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| **GENERAL INFORMATION** |
| **Name** |  |
| **Today’s date** |  |
| **Company/organization name** |  |
| **Phone number** |  |
| **Email address** |  |
| **Name of event** |  |
| **Date of event** |  |
| **Time & duration of event** |  |
| **Rental of ASB space required?** |  |
| **Use of outdoor patio space needed?** |  |
| **# people to be served at event** |  |
| **EVENT SPECIFIC NEEDS** |
| **Will coffee be served** |  |
| **Will pastries be served**  |  |
| **Will ice cream be served** |  |
| **Will coffee be paid for in advance or sold during event @ASB?** |  |
| **Other information for ASB to consider regarding event** |  |