



Thank you for your interest in holding an event at the Colorado Springs Fine Arts Center. To get started planning your event, please fill out this inquiry form and fax it to us at 719.634.0570. (Or [click here](#) to submit the form online.) A member of the Fine Arts Center staff will contact you within the next week to discuss the details of your event and the availability of spaces. (* = required information)

First Name* _____ Last Name* _____

Company/organization (if applicable) _____

Your title _____

Address _____

City, State, Zip _____

Phone* _____ Fax _____ Email _____

Preferred mode of contact: Phone / Email _____ Best time to reach you _____

Type of Event*

- | | |
|---|---|
| <input type="checkbox"/> Wedding Ceremony/Reception | <input type="checkbox"/> Breakfast |
| <input type="checkbox"/> Meeting | <input type="checkbox"/> Luncheon |
| <input type="checkbox"/> Holiday Party | <input type="checkbox"/> Seated Dinner |
| <input type="checkbox"/> Reception | <input type="checkbox"/> Other (please specify) _____ |

Preferred date* _____ Second choice date(s) _____

Preferred start/end times* _____ Second choice start/end times _____

Estimated number of guests* _____

Preferred Event Space(s)

- | | |
|--|---|
| <input type="checkbox"/> Recital Room | <input type="checkbox"/> Courtyard |
| <input type="checkbox"/> El Pomar Corridor | <input type="checkbox"/> Glass Corridor |
| <input type="checkbox"/> Cafe 36 | <input type="checkbox"/> Deco Lounge |

Will food and/or beverage service be needed?

Additional event information or questions:

How did you hear about the Fine Arts Center's event facilities? _____

Facility rental requests should be submitted at least 30 days in advance of the event date and will be accommodated based on availability. Reservation requests are not confirmed until finalization of booking contract. Facility rental fee is due, in full, two weeks after receipt of the contract.

Please fax completed form to 719.634.0570.

Contact the Events Department at 719.477.4350.

[For internal use: date received _____]