



Meeting and Event Request Form

Acknowledgment *

We are pleased you are interested in hosting your meeting or event at Together Center. Please be sure to review the Together Conference Center page carefully as you prepare to submit your reservation request. This meeting and event request form is for outside nonprofit organizations to request use of the Together Conference Center and any common spaces at Together Center. Once the form is submitted and the event is approved, a facility use agreement must be signed and a reservation deposit paid to confirm your meeting or event reservation at Together Center. By checking this box you acknowledge you have reviewed the Together Conference center booking policies and procedures.

Contact Name (the individual responsible for this reservation) *

All communications for this reservation will be directed to this individual and the contact information provided below.

Contact Phone Number *

Contact Email *

Organization Name *

Organization Mailing Address (Street Address, City, State, Zip Code) *

Is your organization a nonprofit or fiscally sponsored by a nonprofit organization. Check One. *

- 501c3 Nonprofit
- Fiscally sponsored organization of a 501(c)3 nonprofit
- None of the above

Event Name *

Event Date *

Space Requested

- Together Conference Center (All Rooms) (Max capacity 160 standing, 120 sitting)
- Small Conference Room (Max capacity 20-30 standing, 15-22 sitting)
- Community Kitchen
- Co-Working Studio
- Serendipity Lounge

Requested Reservation Time *

Include setup and clean-up/exit times in your requested reservation time. Events are required to end no later than 9:00pm.
Ex: 9:00am-3:30pm.

Expected Number of Attendees *

Brief Description of the Event *

Include the type of event (meeting, training, workshop, fundraiser, community event), the purpose or goal of the event, preferred conference room or common space configuration, and any special requests or other information that would be helpful. It's also helpful to provide any secondary event date options in case your first choice is not available.

Email completed form to events@togethercenter.org.