



Reservation Request Form ~ 2023

Name of Person or Organization: _____

Contact Name: _____

Email/Phone: _____

Mailing Address: _____

Reservation Date & Time: _____ # of Expected Guests: _____

Will Your Event Include the Following:

___ Use of green|spaces tables (Ten 6' tables) and 56 chairs

___ Serving of Alcoholic Beverages

___ Use of projector & screen

___ Serving of Food

Purpose of Use: _____

Setup Configuration: _____

Additional Notes: _____

Weekend Rental Fees:

Non-Members: \$125/Hour

Members: \$60/Hour

Weekday Rental Fees:

Non-Members: \$65/Hour

Members: \$30/Hour

Additional Rental Fees:

Serving of Alcoholic Beverages: \$120 per event

Over 65 Attendees: \$120 per event

Setup according to specifications: \$50 per event

Total: \$ _____

Today's Date: _____

Any damage to the space or contents within will incur a reasonable fee associated with repair or replacement. Please return all dongles, cables, and adapters before you leave.

Please send completed form to info@greenspaceschattanooga.com

Payment expected in advance of event. We appreciate your support of green|spaces.

Please call 423-648-0963 with questions, ask for Ella