

Event Space Availability Form Template

All questions are optional. Follow each question's directions.

Write your answers to the open questions in the space provided.

Describe one proposed event. All fields are optional in this example. Use fictional details in the public demo. This is an inquiry, not a reservation or quotation. Do not include payment information or guest personal details.

1. What type of event are you planning?

- ☐ Workshop or class
- ☐ Business meeting
- ☐ Community gathering
- ☐ Celebration
- ☐ Exhibition
- ☐ Another event type
- ☐ Not decided

2. What is your preferred event date? Use YYYY-MM-DD, or write not decided.

3. What access times would you need, including setup and cleanup? Include the time zone.

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4. How flexible is the proposed date?

- ☐ Only this date works
- ☐ A day earlier or later could work
- ☐ Another date in the same week could work
- ☐ Another date in the same month could work
- ☐ Dates are still open
- ☐ Not sure

5. How many people do you expect, including organizers and staff?

Give a number or range.

6. Which room layout would best suit the event?

- ☐ Rows of chairs
- ☐ Tables for small groups
- ☐ One shared meeting table
- ☐ Standing reception
- ☐ Open floor space
- ☐ Another layout
- ☐ Need advice

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7. Which venue requirements should the coordinator check first?

Describe functional needs without guest personal details.
