

Client Venue Inquiry Sheet

Thank you for your interest in our venue for your event. Please complete the inquiry sheet below and send back to the rentals manager Audrey Rosado at rentals@lutherburbankcenter.org or fax to 707.542.2787. Upon receipt we will review your request, check availability and pricing for you.

Contact Information

Full Name _____

Company _____

Address: _____
 Street Address

City _____ State _____ ZIP Code _____

Email _____ Phone _____

Non-Profit? Yes No

Event Information

Date(s) _____ Event time _____

Attendance _____ Setup Needs _____

AV Needs _____

Venue Space

	Ruth Finley Person Theater (max occupancy 1,600)
	Lytton Rancheria Grand Lobby (max occupancy 300)
	Carston Cabaret (max occupancy 120-200)
	Fireside Room (max occupancy 80-100)
	East Auditorium (max occupancy 400)
	Conference Room Suites (A, B, & C) (max occupancy 40)
	Atrium for Trade Shows (max booths 80)
	Atrium for banquets (max occupancy 300)
	East Atrium (max occupancy 200)
	Pavilion Tent Only Open May-September (max occupancy 450)

Any additional event information you can provide to help us give you a more accurate proposal, please indicate below.
