



South End Community Room Reservation Request Form

Please email completed form to learn@citymarket.coop for consideration. Please note, at least 30 days' notice is requested and requests with less than 7 days' notice will not be considered.

Today's Date:

Organization:

Non-Profit 501(c)(3): Yes (please supply certificate of exemption) No

Not a non-profit or vendor partner? Please provide the Member number of the contact person: _____

Contact Person(s):

Mailing Address:

Phone Number(s):

Email:

Organization's Website:

Description of Meeting or Event:

Date of Meeting or Event:

Specific Time Requested (please include full block of time that you are interested in reserving the space, including set-up and clean up time):

**Number of
People Attending:**

Will this event be open to the public? If not, who will be attending?

Will you need access to a computer?

*Please note that we have a 55" monitor available for displaying presentations but do not offer a projector option.

Special Needs or Requests:

**Please note, no on-site staff support is provided with this rental. If you are interested in catering for your event, please contact catering@citymarket.coop to place an order.*

Your Community-Owned Grocery Stores

Burlington, VT • **Downtown** 82 S. Winooski Ave • (802) 861-9700 • **South End** 207 Flynn Ave • (802) 540-6400

www.citymarket.coop