



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

Contact Person(s): _____

Mailing Address: _____

Phone Number(s): _____

City Market Member number of contact person, if applicable: _____

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?

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