

Venue Inquiry Form

Antioch Art Center

896 Main Street, Antioch IL 60002
847.838.2274



Thank you for considering the **Antioch Art Center** as the venue for your upcoming event.

This form is not a contract, but rather an information exchange to see if our space meets your needs. You may drop off the form at the Antioch Art Center or email it to antiochfineartsfoundation@gmail.com with subject line **Venue Inquiry Form**.

1. Contact Information

- Name _____
- Organization (if applicable) _____
- Address _____
- Email _____
- Phone _____

2. Event Overview

- Type of Event (e.g., Corporate Training, Birthday Dinner, etc.) _____
- Preferred Date(s) _____
- Estimated Guest Count _____
- Event Timeline:
 - Setup Start Time _____
 - Event Start Time _____
 - Event End Time _____
 - Clean-up End Time _____
- Will alcohol be served? [] Yes [] No (beer and wine only; restrictions apply)

3. Art Gallery Compliance

Because we are a working art gallery, we have specific guidelines to protect the artwork entrusted to our care. Please acknowledge the following:

- **Decorations** - I understand that glitter, confetti and open flames (candles) are strictly prohibited. [] **Agree**
- **Art Interaction** - I understand that the artwork currently on display cannot be moved or altered for the event. [] **Agree**

4. Next Steps

Once we receive your Venue Inquiry Form, our events coordinator will review your inquiry and provide a pricing quote and availability confirmation. We will then schedule an on-site walkthrough to confirm the details and plans for your event!