

# Book an Event at Charter Oak

Thank you for your interest in booking an event at the Charter Oak Cultural Center! Please complete the form below and either:

1) Save this form to your desktop and attach to an email sent to <mailto:CodyD@charteroakcenter.org>

2) Print out a copy and fax or mail to 860.524.8014 or Charter Oak Cultural Center 21 Charter Oak Avenue, Hartford, CT 06106

Once we receive your information, we will contact you to verify availability, rental fee and other event logistics.

*\*Required fields*

\*First Name:

\*Last Name:

Organization (if applicable):

\*Address:

\*City:

\*State:

\*Zip:

\*Phone:

Fax:

\*Email:

\*Is your organization a 501c(3) non-profit?:    Yes      No

\*Purpose of Rental:

\*How many people will be attending your event?:

\*Date of event:

\*Start time:        :        am    pm

\*End time:        :        am    pm

Comments / Special Requests: