

## The Carleton Place Gallery Workshop Booking Form

We will use this form to create your event on our EventBrite platform and for social media promotion.

Today's date	
Workshop Facilitator's Name:	
Are you an artist currently exhibiting in the gallery?	
Are you a registered non-profit?	
Email:	
Phone:	
Date of activity:	
Duration of activity: (please include set up and clean up as part of your booking time)	
Type of activity for the Workshop:	
Are materials provided	
Will participants bring their own materials? (please provide list of needed materials)	
Will you be providing images (max of 3) to show your workshop or would you like us to use stock photos?	
Special requirements:	
Have you read and agree with the workshop booking policy?	
Will you need an after-hours access code?	
** Will you be using odorous chemicals in your workshop?	
Description of Workshop and what participants go home with	
** If your workshop uses odorous materials, please ensure you are using the HRV to vent the space. Workshop facilitators are responsible for removing their own garbage from the workshop.	
Email your completed form as soon as possible to <a href="mailto:carletonplacegallery@gmail.com">carletonplacegallery@gmail.com</a> Workshop bookings are not final until the space is paid for.	