



The Pressroom Event Request

Address: 441 W. Madison St., Phoenix, AZ 85003 Email: info@thepressroomaz.com

*** Please note: This form is an event request only. A contract will be sent upon completion of request and agreement with venue.**

Complete and send via scan and email or by regular post.

Required Group Information

Contact Name:

Street Address:

Phone:

E-Mail:

Event Information

Day/Date:

Event Type (Concert, Party, Meeting, etc.):

Exact Event Start Time:

Access Time (will you need time to set up/break down):

Alternate Phone:

Organization:

City, State, Zip Code:

Expected Attendance:

Is this a 21+ event:

Promotional needs (Flyer, social media, event creation, PR, etc.- additional fee will apply):

Exit Time:

Catering needs:

Outside Food and Drink (Please provide type of food you would like to bring - additional fee will apply):

Audio/Visual Needs (Microphone, Podium, Engineering Service, Internet, Stage, Lighting – additional fees may apply):

How did you hear about The Pressroom:

Rental Process:

1. Please complete this event request form and send back. We will send you an e-mail quote within 3 business days.
2. If you choose to proceed, respond to email by stated deadline with your approval.
3. We will email you a contract which you should review, verify details, then sign and email or mail back to us, along with a 50% deposit for any event occurring within 60 days from date of signed contract or a 25% deposit for events occurring later than 60 days.
4. The Pressroom will sign the contract, book the event, and send you the signed contract.

Please Note: Payment for the remainder of rental is due no later than the day of your event, prior to event start time with no exceptions. Payment types accepted: Cash, Business Checks, or Credit Cards (Visa, MasterCard or Discover). A 3% admin fee will be added to credit card payments. Cancellations made with at least 30 day notice will be subject to 15% re-booking fee. Cancellations made with less than 30 day notice subject to loss of venue deposit.