



THE HUNTINGTON

Library, Art Collections, and Botanical Gardens

THE HUNTINGTON SPECIAL EVENTS REQUEST FORM

Please email completed form to SpecialEvents@huntington.org or fax to 626-792-3824.

TODAY'S DATE: ___/___/___

CONTACT NAME: _____ TITLE: _____

CLIENT / COMPANY: _____

PHONE: (____) _____ FAX: (____) _____ EMAIL: _____

ADDRESS: _____

CITY: _____ ST: _____ ZIP: _____

EVENT NAME: _____

EVENT DATE: ___/___/___ EVENT TIME: _____

EVENT TYPE:

(Please check one or more)

- Meeting Lecture Retreat
 Reception (Buffet, Plated, or Cocktail) Other: _____

NAME OF EVENT SPACE(S) DESIRED

OF GUESTS: _____

SERVICES NEEDED:

(Please check one or more)

- Audiovisual Beverage Catering Gallery access
 Music/entertainment Rentals Valet Electrical / Lighting
 Misc. Services (please specify: _____)

DESCRIPTION OF EVENT:

Would you like to schedule a site visit? Yes No

Please email completed form to SpecialEvents@huntington.org or fax to 626-792-3824. We look forward to hearing from you!