

Rental Guide, Subbotnik, Vettersstraße 34A, 09126 Chemnitz

Date of Inquiry:

1. Who are you? (Institution, group, individual, etc.)

2. What kind of event is planned? (Workshop, lecture, concert, etc.)

3. When is the event scheduled? (Date + start and end time)

4. Where should the event take place? (Hall, pub, seminar room, garden)

5. How will the rooms be used, and what are the planned activities for the event?

6. How many people are expected to attend the event?

7. Will catering be needed? If yes, do you need support for this catering?

8. Should there be a bar with drinks and/or coffee? Do you need Subbotnik staff to manage it?

9. Is there anything else that should be provided by Subbotnik? Do you need assistance from Subbotnik staff for the use and management of these items? (Projector, screen, technical equipment, etc.)

10. What is the budget for the event? Are there any available **funding sources**?

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11. Do you have specific financing requirements?

12. What is your billing address?

13. How can we contact you? (Phone number, email)

14. Space for additional comments:

