



**VENUE
VILLITA**

Client Information Sheet

Client Name: _____ Company (if applicable): _____

Client Phone: _____ Client Email: _____

Address: _____ City: _____ State: _____ Zip: _____

Date Interested: _____ Guest Estimate: _____ Type of Event: _____
(Gala, Corp Dinner, Wedding, Etc)

How you heard about us: _____

Are you a Non-Profit? Y N If so, what is your Tax ID# _____

Day of Contact Name & Cell: _____

Event Date: _____ Event Time: _____ to _____

Load In Time: _____ Load Out Time: _____

Will Catering be Needed for Event: YES NO Will Alcohol be served at Event: YES NO

You will need to work with our Preferred (Required) Vendors for the following – please visit our website at www.vabsa.com for more information

- Catering
- Alcohol
- Rentals (Tables, Chairs, Linens, A/V, etc)

Parking is not available on site at VAB but our guests can take advantage of special rates through SP+ Parking – see our website for more information.

**THANK YOU FOR CHOOSING VAB AS YOUR EVENT VENUE!
TO BOOK YOUR EVENT, PLEASE FILL OUT THIS FORM AND SEND TO**

vab@outsidetheboxevents.com or fax to: 210-481-0539

For Questions, please call: 210-481-1200

Please note that the Venue is not held until Contract is sent and signed & deposit has been received

Villita Assembly Building
401 Villita St, San Antonio, TX 78205 * (210) 481-1200 * (210) 481-0539 fax * www.vabsa.com

