



The Harlow Gallery
a non-profit space owned and operated by the
Kennebec Valley Art Association
160 Water Street, Hallowell, ME 04347
207-622-3813 | kvaa@harlowgallery.org

Proposal for use of space at the Harlow Gallery

Organizer's name(s): _____
Phone(s): _____, _____, _____
Street Address: _____ City, Zip _____
Email: _____ Website: _____

I/we are proposing (*select one*):

- a one time event (poetry reading, performance, talk, demo, etc.)
- a workshop or class, either one time or a series, with tuition charge
- meeting space for a group weekly monthly other
- something else: _____

Title of event or group _____

Preferred dates and times (start and end) _____

1. Please describe what you are proposing in detail, addressing the following (*attach a separate sheet if necessary*): target audience, age ranges; will it be open to the public?; any charges?; how important the season/month/date/time you are requesting is; equipment required (tables, chairs, wall space, PA, other equipment, etc.; anything else we should know.

2. If you are teaching a class or workshop, please describe your previous experience in this area and include a resume or CV with this application.

Return by email to: kvaa@harlowgallery.org, attn: Nancy Barron
or mail to: Harlow Gallery, 160 Water Street, Hallowell, ME 04347