



Sunset Coffee Building Event Hold Request Form

Thanks for your interest in holding your event at Buffalo Bayou Partnership's Sunset Coffee Building.

After the submission of your reservation request, we will review the information you have provided and be in contact very soon. Reservations are secured when we receive a signed contract and deposit.

All fields are required.

Event Contact: _____

Company/Organization: _____

Contact Phone #: _____

Contact Email Address: _____

Contact Street Address: _____

Contact City, State, Zip Code: _____

Rental area requested (check all that apply):

Plaza Café Rooftop Entire building

Occasion/type of event: _____

Preferred date of event: _____

Alternative preferred date: _____

Duration of event: _____

Start time:

End time:

Anticipated # of guests: _____

Will you be catering in food? _____

Will alcohol be served?

How did you hear about Sunset Coffee Building? _____

Please schedule a tour of the building and submit this form to info@buffalobayou.org or 713.752.0314

ext. 101. Thank you for your interest in the Sunset Coffee Building!