

Event Services Booking Request Form

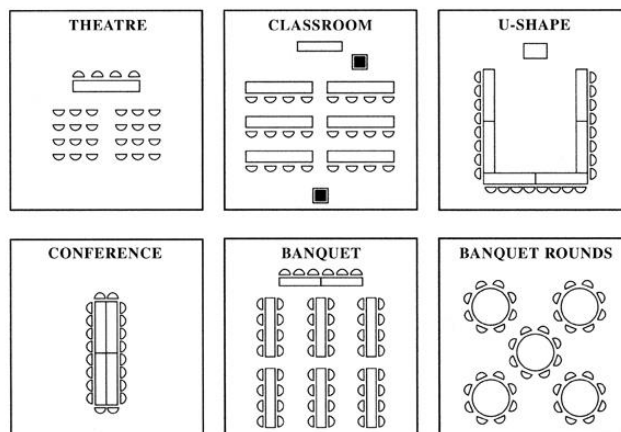
Booking Information	
Your Name and/or Company:	
Today's Date:	
Requested Event Date:	
Start Time:	
End Time:	
Number of Guests:*	
Your Phone Number:	
Your Email:	

Room Requirements (check all that apply)

Room rentals include set up of required guest tables, chairs, linens, registration table, Wi-Fi, extension cords and power bars.

- Boardroom (Room Rental \$75 half day, \$100 full day) - Up to 12 guests
- Classroom (Room Rental \$100 half day, \$150 full day) – Up to 24 guests
- Half Ballroom (Room Rental \$250 half day, \$350 full day) – Up to 200 guests
- Full Ballroom (Room Rental \$400 half day, \$550 full day) – Up to 400 guests
- Atrium (Room Rental \$350 half day, \$500 full day) – Up to 200 guests

Room Configurations (circle one)



Rentals (check all that apply)

- White Board or Flip Chart \$20.00
- Microphone, podium & freestanding speaker system \$50
- Microphone, podium & sound operator via house system
\$100 half day, \$150 full day
- Digital Video Projector \$75
- 55" Smart TV (HDMI hook up) \$35
- Staging per 4' x 8' section \$20
- Chair Covers \$3.50/guest
- Chair Sash \$2/guest
- Specialty Linens \$3-\$9/guest
- DJ Services \$850
- Display/Cocktail tables \$10/table
- Specialty Table \$70/table

Menu

Please refer to the Event Services Package for your choices and outline them here.

Timeline

Indicate both start and end times for breaks & meals where applicable

Client Arrival / Event Start Time:
AM Break Time:
LUNCH Time:
PM Break Time:
DINNER Time:
Event END Time:

**All services selected above will be executed according to the timeline indicated here.*

Terms & Agreement

All meeting order requests are to be submitted by email to events@heritagecentre.ca no less than 30 days prior to the requested event date. Your request will be reviewed and confirmed via return email.

Final guest count must be confirmed fourteen (14) days prior to the event date via email to the event coordinator and any additional guests after the deadline will be approved and charged accordingly.

****HIGHER GUEST COUNTS, AS WELL AS SOME MENU ITEMS, MAY REQUIRE MORE NOTICE****

All services, food and beverages are subject to applicable taxes and gratuities.

All food and beverage services must be provided by the NHC, outside food and beverage is not permitted.

Please read the Event Services Policies on the back page of the Event Services Package for more information including deposit info.

Signing this agreement does NOT confirm your event. Once this agreement is received it will be reviewed and an event coordinator will be in contact to confirm.

X _____
Representative of booking party

Office Use Only:

Request received via email:

Confirmed via return email: