NIVERVILLE EVENT CENTRE

Event Services Booking Request Form

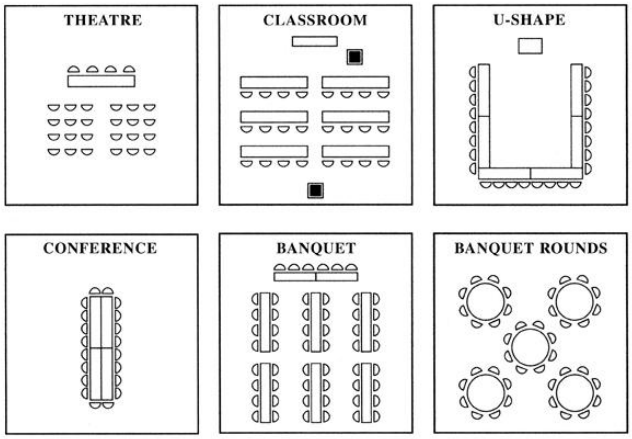
Booking Information	
Your Name and/or Company:	
Today's Date:	
Requested Event Date:	
Start Time:	
End Time:	
Estimated Number of Guests:	
Your Phone Number:	
Your Email:	
Full Address:	

Room Requirements (check all that apply)

Room rentals include set up of up to 10* guest tables, chairs, linens, registration table, Wi-Fi, extension cords and power bars. Additional tables $15 per table

- ○ Boardroom (Room Rental $85 half day, $110 full day) - Up to 12 guests
- ○ Half Ballroom (Room Rental $325 half day, $425 full day) – Up to 150 guests
- ○ Full Ballroom (Room Rental $525 half day, $750 full day) – Up to 350 guests **includes up to 20 tables*
- ○ Atrium (Room Rental $400 half day, $575 full day) – Up to 200 guests

Room Configurations (circle one)



All Services, Food and Beverages are subject to applicable taxes and gratuities.

Rentals (check all that apply)

- ○ White Board OR Flip Chart $25.00
- ○ Microphone, podium & freestanding speaker system $95
- ○ Microphone, podium & sound operator via house system $175 half day (4 hours), $275 full day (up to 8 hours)
- ○ Additional microphone $25
- ○ Digital Video Projector with screen $95
- ○ Screen only $40
- ○ 55" Smart TV (HDMI hook up) $40
- ○ Staging per 4' x 8' section $40
- ○ Chair Covers $3.50/guest +
- ○ Chair Sash $1.50/guest +
- ○ Specialty Linens $6+/guest
- ○ Napkins $.80 +
- ○ DJ Services $1150- IN HOUSE | $200 OUTSIDE (INCLUDE SOCAN/RESOUND)
- ○ Display/Cocktail tables $15/table
- ○ Specialty Table $95/table
- ○ Centerpieces $6.50 +/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:

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

All Services, Food and Beverages are subject to applicable taxes and gratuities.

AM/PM Break Time:
LUNCH Time:
Event END Time:

Terms & Agreement

All meeting order requests are to be submitted by email to events@heritagecentre.ca. Your request will be reviewed and confirmed via return email with an emailed estimate.

Final guest count must be confirmed ten (10) Business days prior to the event date via email to the event coordinator and any additional guests after the deadline must be approved and will be 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 NEC, 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 our event manager will be in contact to confirm.

X_____
Representative of booking party

Office Use Only:

Request received via email:
Confirmed via return email: