



Room Rental Application

Applicant Information

Last Name	_____	
First Name	_____	
Contact Number(s)	Office	Personal
Company Name	_____	
Type of Business	_____	
Workshop/Seminar Name	_____	
Room Required (circle one)	Boardroom/Training Room	
Date Room is Required	_____	
Times Required (Start Time - Finish Time)	_____	
Number of expected attendees	_____	

Equipment Required for Boardroom

Included in Fee;	
- # of Chairs	_____
- Whiteboard & Supplies	Y / N
- Internet Connection	Y / N
- Setup/Cleanup	Y / N
Additional Fee (circle Y or N on all that apply):	
- Coffee/Tea Service \$25.00	Y / N
- Serving Plates & Utensils \$25.00	Y / N

Equipment Required for Training Room

Included in Fee;	
- # of Chairs	_____
- # of Tables	_____
- Whiteboard & Supplies	Y / N
- Internet Connection	Y / N
- Projector/Screen	Y / N
- Setup/Cleanup	Y / N
Additional Fee (circle Y or N on all that apply):	
- Coffee/Tea Service \$25.00	Y / N
- Serving Plates, Utensils, Linens \$50.00	Y / N

Additional Requirements (For Office Use)

- ____ Security Deposit (\$500.00 Cheque or Credit Card Number required to hold room)
____ Non-Refundable Reservation Deposit (\$50.00 deposit at time of reservation)
____ Signed Meeting Room Rental Agreement & Contract