



# Events Booking Form



Contact Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Type of event: \_\_\_\_\_

Date of event: \_\_\_\_\_

starting time: \_\_\_\_\_ Finishing time: \_\_\_\_\_

## Organization:

☐ Government/  
Company

☐ Private

## Set up:

☐ Board room

☐ Theatre

☐ Other: \_\_\_\_\_

☐ U-shape

☐ Cocktail

☐ Banquet

☐ Classroom

## Items requested

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

## Payment Details

***Deposit required \$200, non refundable is you cancel***

**Payment method:** ☐ Cheque ☐ Cash ☐ Credit/Debit Card

Purchase order number: \_\_\_\_\_

Credit card number: \_\_\_\_\_ Exp: \_\_\_\_\_ Ccv: \_\_\_\_\_

Name on card: \_\_\_\_\_

☐ ***I authorized the credit card to be charged the \$200 non refundable deposit, and the outstanding amount for my event.***

\_\_\_\_\_  
Signature