



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