

# SQUAMISH NATION TOTEM HALL

BOX 2180, SQUAMISH, B.C. V8B 0B5 TELEPHONE: 604.892.5166 or 604.689.3119 FAX: 604.892.3486

## FACILITY BOOKING REQUEST

DATE: \_\_\_\_\_

GROUP NAME: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

COMPLETE ADDRESS: \_\_\_\_\_

\_\_\_\_\_ PC: \_\_\_\_\_

PHONE & FAX NUMBER: (B) \_\_\_\_\_ (C/PGR) \_\_\_\_\_ (F) \_\_\_\_\_

TYPE OF EVENT: \_\_\_\_\_

### EXPENSES

RENTAL: \_\_\_\_\_

ROOM: \_\_\_\_\_

CLEANING FEE: \_\_\_\_\_

# OF PEOPLE ATTENDING: \_\_\_\_\_

DATE OF EVENT: \_\_\_\_\_

2ND CHOICE: \_\_\_\_\_

GST (RENTAL ONLY): \_\_\_\_\_

3RD CHOICE: \_\_\_\_\_

INVOICE TO: \_\_\_\_\_

START TIME: \_\_\_\_\_

FINISH TIME: \_\_\_\_\_

### FOR OFFICE USE ONLY

#### SET UP REQUESTS

COFFEE & TEA: \_\_\_\_\_

# OF TABLES: \_\_\_\_\_

# OF CHAIRS: \_\_\_\_\_

# OF FLIP CHARTS / WHITE BOARDS: \_\_\_\_\_

LAPTOP: \_\_\_\_\_

MULTIMEDIA PROJECTOR: \_\_\_\_\_

SCREEN: \_\_\_\_\_

T.V. & VCR / DVD: \_\_\_\_\_

PHOTOCOPYING: \_\_\_\_\_

FAX: \_\_\_\_\_

P.A. SYSTEM: \_\_\_\_\_

LIQUOR LICENCE: \_\_\_\_\_

OTHER: \_\_\_\_\_

#### DATES

VERBAL CONFIRMATION: \_\_\_\_\_

ENTERED ON CALENDAR: \_\_\_\_\_

LETTER FAXED: \_\_\_\_\_

LETTER DELIVERED: \_\_\_\_\_

MAILED  HAND

#### NOTES

RENTER SIGNATURE: \_\_\_\_\_

APPROVED BY: \_\_\_\_\_

TEAM LEADER-COM OPS