

# ROOM RENTAL REQUEST FORM



DATE OF EVENT:

EVENT START TIME:  EVENT END TIME:

PURPOSE OF EVENT:

ESTIMATED ATTENDEES:

## BILLING INFORMATION

NAME:  ORGANIZATION:

PHONE:  EMAIL:

METHOD OF PAYMENT:  CREDIT/DEBIT  CASH/CHEQUE  INVOICE

BILLING ADDRESS:

If rental contact is different than billing contact:

NAME:  EMAIL:

## ROOM SELECTION

If renting room(s) for more than one day, please contact [info@sjnfc.com](mailto:info@sjnfc.com)

<h3>COMMUNITY ROOM</h3> <p><b>Suitable for:</b> Meetings &amp; Workshops, Parties, Receptions  <i>Please select a room style.</i></p>					
<input type="checkbox"/> <b>HALF DAY</b> \$100 < 4 hours	<p><b>THEATRE</b> Max. 50</p> <input type="checkbox"/>	<p><b>BOARDROOM</b> Max. 30</p> <input type="checkbox"/>	<p><b>U SHAPE</b> Max. 30</p> <input type="checkbox"/>	<p><b>BANQUET</b> Max. 40</p> <input type="checkbox"/>	<p><b>CLASSROOM</b> Max. 24</p> <input type="checkbox"/>
<input type="checkbox"/> <b>FULL DAY</b> \$200 > 4 hours					
<h3>BOARD ROOM</h3> <p><b>Capacity:</b> 14 <b>Suitable for:</b> Small Workshops, Meetings, Planning</p>			<input type="checkbox"/> <b>HALF DAY</b> \$50 < 4 hours	<h3>TOTAL RENTAL COST</h3> <input type="text"/>	
			<input type="checkbox"/> <b>FULL DAY</b> \$100 > 4 hours		

## ADDITIONAL SERVICES

Meeting equipment and supplies are provided at no extra cost. Gifting a person as a sign of appreciation is a tradition in Indigenous cultures. In keeping with this tradition, the SJNFC provides cultural services upon request, and encourages you to give what you can for those services.

### MEETING EQUIPMENT

PROJECTOR  EXTENSION CORD

LAPTOP  FLIP CHART

SPEAKERS  WEB CONFERENCING SOFTWARE

PODIUM

### CULTURAL SERVICES

ELDER PRAYER

SMUDGE

KUDLIK LIGHTING

LAND ACKNOWLEDGMENT

**CATERING SERVICES** FOR CATERING SERVICES, PLEASE SEE PAGE 2