

# CONFERENCE ROOM REQUEST FORM



## EVENT INFORMATION

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

EVENT START TIME: \_\_\_\_\_ EVENT END TIME: \_\_\_\_\_

ACCESS TO THE ROOM TIME: \_\_\_\_\_ # OF PEOPLE ATTENDING \_\_\_\_\_

EVENT NAME: \_\_\_\_\_

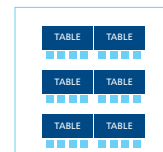
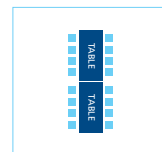
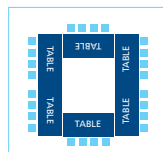
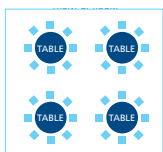
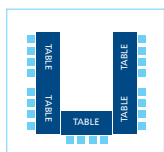
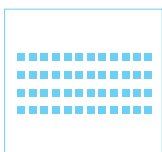
CONTACT NAME: \_\_\_\_\_ CONTACT PHONE: \_\_\_\_\_

CONTACT EMAIL: \_\_\_\_\_

PRESENTER/FACILITATOR NAME: \_\_\_\_\_

## ROOM SET-UP OPTIONS

- THEATRE SET-UP
- U-SHAPE
- BANQUET STYLE
- SQUARE SHAPE
- MEETING STYLE
- CLASSROOM



SPECIAL INSTRUCTIONS: \_\_\_\_\_

## ROOM REQUIREMENTS

- Podium**
- Sound System**  
(Available in The Hart Room & The Ross Room)
- Microphone**  
(Available in The Hart Room & The Ross Room)
- Flip Chart/White Board**
- Wireless microphone**  
(Available in The Hart Room & The Ross Room)
- TV**  
(Frost Room only)
- 72" Smart TV**  
(Available in The Hart Room & The Ross Room.  
Laptops connect through HDMI cord provided.  
VGA & MICRO HDMI adapters available)
- Linen**  
(\$5 per table)
- Conference Phone**
- Dinner Ware**  
(\$2 per setting)
- Signage provided by venue to appear outside meeting room**
- Pens & pads of paper**

## ROOM REQUESTED

The Hart Room

Maximum Capacity: 110

The Ross Room

80

The Frost Room

10

## FOOD & BEVERAGE

Free Water Station

Coffee & Tea Service

(\$1.75 per person. Minimum charge of \$25.00)

Bar

(\$150 - \$200 additional charge)

Homemade Food

(Liability form required)

Professional Catering

Name of Caterer: \_\_\_\_\_

No food will be served at event

Punch

(\$20.00 per canister)

Pop

(\$1.50 per person)

Break Times \_\_\_\_\_

(To refresh beverages)

## METHOD OF PAYMENT

Credit

Charge Credit Card as per Credit Card  
Authorization Form day of event

Debit/Cash

Paid prior to start of the event

Company Cheque

Will email invoice

Electronic Funds Transfer

Cancellation Policy: Please fill out the attached credit card authorization form to secure the date you are requesting to book the Conference room(s). For a weekday event (Monday-Thursday) you have up until 2 weeks prior to the event date to cancel without penalty. For a weekend event (Friday-Sunday) you have up until 1 month prior to the event date to cancel. If you do not cancel before the required date, your credit card will be charged 50% of the conference room rental. If we do not have a signed credit card authorization form on file, you will be sent an invoice for 50% of the conference room rental. A cancellation with less than 4 days notice will result in a cancellation fee of 100% of the conference room rental.

Incidental Charges: By signing this document you are accepting all responsibility for any damages to the conference room(s) and common areas as a result of an attendee of your event, during the time of the agreed rental. In the case of any damages or smoking infraction, the credit card on file will be charged, if we do not have a credit card on file you will be sent an invoice.

**IMPORTANT: The submission of this form DOES NOT constitute a confirmed booking.**

**After submission, your request will be reviewed. If the event can be accommodated, you will be sent a confirmation email.**

**No booking is guaranteed until a confirmation email is received.**

I have read and accept responsibility for the cancellation policy and incidental charges associated with the rental of the of the conference room(s).

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

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

Please submit your completed form to our Events Coordinator  
E: [events@daysinnlindsay.com](mailto:events@daysinnlindsay.com) or F: 705.328.1953

If any details of your event should change, please edit this form and resubmit it.