



DAYS INN & SUITES BY WYNDHAM LINDSAY

EVENT SPACE REQUEST FORM

EVENT INFORMATION

EVENT DATE _____

EVENT START TIME _____ EVENT END TIME _____

ACCESS TO THE ROOM TIME _____ TOTAL # OF ATTENDEES _____

EVENT NAME _____

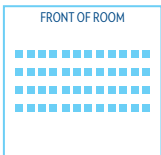
PRESENTER/ONSITE CONTACT NAME _____ CONTACT PHONE _____

CONTACT EMAIL _____

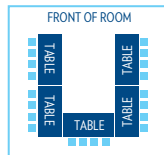
Meeting Workshop Training Info Session Conference Shower Party Other _____

ROOM SETUP OPTIONS

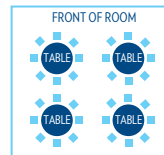
THEATRE
MAX 90



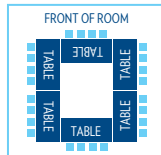
U-SHAPE
MAX 25



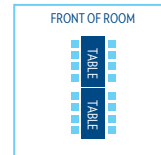
BANQUET
MAX 64



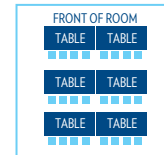
SQUARE
MAX 30



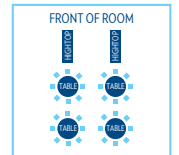
MEETING
MAX 30



CLASSROOM
MAX 32



SOCIAL
MAX 90



Food Tables Presenter's Table Registration Table Gift Tables Other _____

SPECIAL INSTRUCTIONS: _____

ROOM REQUIREMENTS

COMPLIMENTARY

- Podium
- Microphone
(Available in Hart Room & Ross Room)
- Sound System - Connect w/ Aux cord, NOT wireless
(Available Hart Room & Ross Room)
- Flip Chart
- Pens & Pads of Paper

ADDITIONAL CHARGES

- Black Floor-Length Table Cloths
(\$8/Table)
- Dinnerware (plates, utensils, drinking glasses)
(\$3/Setting)
- Custom Party Sign - 18"x24"
(\$30)
- Gold Circle Backdrop
(\$25)

ROOM REQUESTED - *Max Capacity varies based on setup style. Please refer to the "Information Page"

- Hart Room (Max 90*) Ross Room (Max 60*) Frost Room (Max 20*) Executive Guest Suite (Max 6*)
- Half Day (>5 hrs)
Incl. Setup & Cleanup Full Day (+5 hrs)
Incl. Setup & Cleanup Overnight
(to keep items in room for next day) Guest Rooms Required

FOOD & BEVERAGE

- Free Water Station No food will be served at event
- Coffee & Tea Service
(\$1.75/person. Min. charge \$25.00) Punch (\$20.00/Canister)
- Bartender for Bar (Max 6 hours)
(\$200 additional charge) Water Bottles (\$1.00/Person)
- Homemade Food (Liability form required)
 Crock Pots, Warmers, or Roasters Pop (\$1.50/Person)
- Professional Catering arranged by you
Name of Caterer: _____ Break Times (refresh beverages) _____
- Days Inn Arranging Catering
 Breakfast Lunch Other _____

METHOD OF PAYMENT

- Credit** (Charge Credit Card as per Credit Card Authorization Form day of event) **Electronic Funds Transfer** (Form to be completed)
- Debit/Cash** (Paid prior to start of the event) **Company Cheque** (Will email invoice prior to event)

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 or contract. No booking is guaranteed until a confirmation email or contract 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: _____