



## Meeting Room Booking Form and Contract

<b>Organization Name:</b>	
<b>Contact Person:</b>	
<b>Phone:</b>	
<b>Email:</b>	
<b>Date(s) of event/meeting:</b>	
<b>Full times room(s) required:</b> (incl. any time before and after that is required for set up/tear down)	

<b>The following will be posted on the monitor in the lobby of the North Star Building for the information of attendees:</b>			
<b>Event or Meeting Name:</b>			
<b>Date(s) of event/meeting:</b>			
<b>Start Time</b>		<b>End Time</b>	

<b>Number of People Attending:</b>			
<b>Room Set Up:</b> (see attached examples)	<input type="checkbox"/> Boardroom style	<input type="checkbox"/> Theatre style	
	<input type="checkbox"/> Classroom style	<input type="checkbox"/> Arbitration style	
	<input type="checkbox"/> Reception style	<input type="checkbox"/> Lecture style	
	<input type="checkbox"/> Other (describe below)		
<b>Other Products / Services Required:</b>	<input type="checkbox"/> WIFI access code	<input type="checkbox"/> Advance printing/copying	
	<input type="checkbox"/> Flip chart	<input type="checkbox"/> Teleconference phone	
	<input type="checkbox"/> TV/monitor(s)	<input type="checkbox"/> Podium	
	<input type="checkbox"/> Sound system (surcharge)		
<b>Any other notes or requests:</b>			

I have read, understand, and agree with the terms of rental as set out above. If I am unsure of anything, I will seek clarification in advance from the Bookings Rep. I am authorized to act on behalf of my organization for these bookings and facility rental purposes. I confirm that I have provided all the necessary information as per this contract and the attached bookings form to the Booking Rep.

\_\_\_\_\_  
Signature of Person Booking

\_\_\_\_\_  
North Star Building Booking Rep Signature

\_\_\_\_\_  
Printed Name of Person Booking

\_\_\_\_\_  
Printed Name of Booking Rep

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date