



**THUNDER BAY NORTH
MEETING ROOM BOOKING AGREEMENT**

MEETING DATE AND TIME: 9 to 5

COMPANY NAME: Anishanawbe - ASKI - Nanlegal

BOOKED BY: ALANA Title: Attending the meeting?: Yes / No

CONTACT PERSON AT THE MEETING: Aodawa@Nanlegal.on.ca

ADDRESS:

PHONE/FAX/EMAIL:

PAYMENT INFORMATION: Credit Card # _____ Expiry Date: _____

OF MEETING ATTENDEES:

CATERING:

COFFEE SERVICE Coffee, tea & ice water	Y/N	DETAILS INCLUDED IN RENTAL RATE
AUDIO VISUAL EQUIPMENT Flip Chart, White Board. Screen Other	Y/N	DETAILS
PRIVATE CATERING	Y/N	DETAILS Caterer: Serving Time:

TERMS AND CONDITIONS: Meeting Room Rental of \$250/Day +HST includes use of TV, VCR/DVD, Cables for laptop/TV hookup, extension cords, pens, dry erase board, flip chart, paper and markers

CANCELLATION must be received 7 days prior to meeting date. Cancellations received after the 7 day cut-off period will be charged \$100 + HST

Name: _____

Signature: _____ Date: _____

**BOOKING IS CONSIDERED TENTATIVE AND NOT GUARANTEED UNTIL SIGNED CONTRACT
AND PAYMENT INFORMATION IS RECEIVED**

INTERNAL NOTES Date Contract Sent: 05-15-24 Sent by: H.P.
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