



SQUAMISH NATION TOTEM HALL



Box 2180, Squamish, B.C. V8B 0B5
Telephone: 604.892.5166 or 604.689.3119 Fax: 604.892.3486

Facility Booking Request

CONTACT		Date:
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Group Name:			
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Contact Name:		Email:
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Complete Address:			
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Phone:	Fax:	Cell:
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EVENT DETAILS	Type of Event:		
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Room:		Start Time:	
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Number of people:		Finish Time:	
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Dates of event:		Date 2 nd Choice:		Date 3 rd Choice:	
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SETUP	Coffee and Tea:	<input type="checkbox"/>	# of Tables:	
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	Laptop:	<input type="checkbox"/>	# of Chairs:	
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	Projector:	<input type="checkbox"/>	# of Flipcharts/Whiteboards	
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	Projector Screen:	8'x8' <input type="checkbox"/> 10'x10' <input type="checkbox"/> 16'x9' <input type="checkbox"/>		
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	TV & DVD Player:	<input type="checkbox"/>	P.A. System:	<input type="checkbox"/>	
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	Photocopying / Fax:	<input type="checkbox"/>	Liquor License:	<input type="checkbox"/>	
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	Other / Details:			
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EXPENSES	Rental:			
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	Cleaning Fee:			
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	GST (rental only):			
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	Invoice to:			
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DATES	Verbal Confirmation:			
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	Entered on Calendar:			
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	Letter Delivered:	Emailed <input type="checkbox"/>	Hand Delivered <input type="checkbox"/>	Faxed <input type="checkbox"/>
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NOTES				
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Renter Signature:			
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Manager, SV Community Operations:			
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