



## BOARDROOM BOOKING FORM

|                                 |  |  |
|---------------------------------|--|--|
| TODAY'S DATE:                   |  |  |
| NAME:                           |  |  |
| COMPANY NAME:                   |  |  |
| EMAIL ADDRESS:                  |  |  |
| PHONE / FAX:                    |  |  |
| BOOKING DATE & START / END TIME |  |  |
| TENANT PACKAGE                  | <input type="checkbox"/> BASIC \$30.00/hr (+5% GST)  | <input type="checkbox"/> FULL \$45.00/hr (+5% GST) |
| NON-TENANT PACKAGE              | <input type="checkbox"/> BASIC \$45.00/hr (+5% GST)  | <input type="checkbox"/> FULL \$70.00/hr (+5% GST) |
| CHAIRS:                         | The package includes 20 seats, if <u>additional</u> chairs are required, please indicate how many here: _____ (fee: \$1.00+GST per additional chair per day) |  |
| PAYMENT METHOD:                 | <input type="checkbox"/> CHEQUE  | <input type="checkbox"/> CASH                      |
| PAYABLE TO:                     | COLUMNA MANAGEMENT LTD ( <i>if paying by cheque</i> )  |  |
| BILLING ADDRESS:                |  |  |
| SIGNATURE                       |  |  |

**Tenants:** Payment for the boardroom bookings must be made **24 hrs in advance** of the booking date.

**Non-Tenants:** Payment for boardroom booking must be given immediately **after** the use of the boardroom.

A cleaning fee of **\$25.00** will be charged for any cleaning we are required to do on your behalf. It is up to you to clear the boardroom of all food, garbage, and clean up before you leave.

As a courtesy to us, please inform our office of any cancellations within a 24-hour window.