



PO Box 236
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Smithers
Houston
Granisle
Telwka
Topley
Burns Lake

Growing communities - one idea at a time

FACILITY BOOKING REQUIREMENTS
(Houston Location)

DATE (S) REQUIRED: _____

TIME(S)REQUIRED: From: _____ **To:** _____

*** CF Nadina is open from 8:30am - 4:30pm Monday to Thursday and closed for lunch from 12pm - 1pm. We are closed Fridays. Please specify your requested room rental time should you wish to book during non-staffed hours. Booking during non-staffed hours is not guaranteed and additional charges may apply. Thank you!***

NAME OF GROUP: _____

CONTACT NAME (S): _____ **PO BOX:** _____

MAILING ADDRESS: _____ **POSTAL CODE:** _____

TOWN/PROV: _____ **Fax:** _____

TELEPHONE: _____

1- 10 participants, please select boardroom

10-30 participants, please select classroom

DAILY CHARGE:

BOARDROOM- \$50.00/Half Day

CLASSROOM - \$100.00/Half Day

BOARDROOM-\$75.00/Full Day

CLASSROOM-\$150.00/Full Day

EQUIPMENT REQUIREMENTS: (Please check off)

FLIP CHART

Coffee Equipment - \$20.00 per 30 cup urn

OVERHEAD PROJECTOR

PROJECTOR SCREEN

50" SMART TV - Boardroom Only

55" TV - Classroom Only

NUMBER OF PARTICIPANTS: _____

Other: _____

Signature

Date

**** PLEASE ADVISE ALL PARTICIPANTS THAT PARKING IS LOCATED AT THE BACK OF THE BUILDING OR ACROSS THE STREET ****

For office Use Only:

Room Booked **Client Confirmation** **Invoiced** **Payment: Received**