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Burns Lake
Houston
Telkwa

Granisle
Smithers
Topley

Growing communities – one idea at a time

TRAINING ROOM REQUIRMENTS

(Houston Location)

DATE(S) REQUIRED: _____ **To:** _____

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

***CF Nadina is open Monday to Thursday from 8:30am – 4:30pm. We are closed for lunch from 12pm – 1pm. All doors accessible to the public must be locked during this time. Our office is closed Fridays however renting during this time may be arranged and is dependent on staff availability. Booking during non-staffed hours is not guaranteed and additional charges may apply. ***

NAME OF GROUP: _____

CONTACT PERSON: _____

MAILING ADDRESS: _____ **PO BOX:** _____

TOWN / PROVINCE: _____ **POSTAL CODE:** _____

TELEPHONE: _____

TRAINING ROOM DAILY CHARGE: (Please select one)

The training room can fit up to a maximum of 30 participants.

Training Room - \$100.00 / Half Day

Training Room - \$150.00 / Full Day

EQUIPMENT REQUIREMENTS: (Please select all that apply)

Flip Chart

Projector Screen

Smart TV with HDMI connection

Coffee Services -\$20.00 per 30 cup urn. **Sugars, sweeteners, coffee and tea will be provided but participants are encouraged to bring cream should they want this option.**

Please return this form completed to nadina1@cfnadina.ca to arrange your booking.