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Burns Lake  
Houston  
Telkwa

Granisle  
Smithers  
Topley

Growing communities – one idea at a time

**Training Room Rental Request Form**  
(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 25 participants.*

Training Room - \$150.00 / Half Day

Training Room - \$200.00 / Full Day

**EQUIPMENT REQUIREMENTS: (Please select all that apply)**

Flip Chart

Smart TV with HDMI connection

Coffee Services are \$50.00 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](mailto:nadina1@cfnadina.ca) to arrange your booking.

Please note that we accept cash, cheque, or e-transfers for payments.