

Boardroom Booking Request Form

Please fill out details below to submit a request

Room Required: Boardroom (max 15) ____ Multi- purpose Room (12-15p) ____

Date Room Required: _____

Time Required: _____

Meeting length: (i.e.: 9am – 5pm) _____

Number of people: _____

Group/Organization: _____

Address: _____

Is this your first time booking our space? Yes ____ No ____

Contact Name: _____

Email: _____

Phone Number: _____

Indication of a recurring event: ____

Will you have food delivered: Yes ____ No ____

Are dishes required: Yes ____ No ____

Additional Details:

We would be happy to offer your group a tour of House. Have you had a tour of the House
Yes ____ No ____

if you would appreciate a House Tour please indicate the time that would be convenient

Today's Date: _____