



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  
BOARDROOM-\$75.00/Full Day

CLASSROOM - \$100.00/Half Day  
CLASSROOM-\$150.00/Full Day

**EQUIPMENT REQUIREMENTS: (Please check off)**

FLIP CHART  
OVERHEAD PROJECTOR

Coffee Equipment - \$20.00 per 30 cup urn  
PROJECTOR SCREEN

**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**