

Columbia Valley Chamber of Commerce

2018 - Space Rental Booking Request



www.cvchamber.ca

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Invermere, B.C.
VOA 1K0

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Representing the
Communities of:

- ▲ Invermere
- ▲ Brisco
- ▲ Spur Valley
- ▲ Edgewater
- ▲ Canal Flats
- ▲ Radium Hot Springs
- ▲ Spillimacheen
- ▲ Wilmer
- ▲ Panorama
- ▲ Windermere
- ▲ Fairmont Hot Springs

Business / Party			
Primary Contact			
Address			
Phone		Fax	
Email			
<input type="checkbox"/> Member		<input type="checkbox"/> Non- Member	
Secondary Contact			
Address			
Phone		Fax	
Email			
Event Date(s)		Time booked	Number of attendees
Caterer Name			
Phone #			
EXTRA SERVICES REQUESTED			
<input type="checkbox"/> Tables/extra	<input type="checkbox"/> Coffee	<input type="checkbox"/> Chairs/extra	
<input type="checkbox"/> Flip Chart	<input type="checkbox"/> Extension Cords		
<input type="checkbox"/> Special Requests (additional charges may apply):			
SPACE BOOKINGS			
Hall Rental includes use of kitchen, dishes, etc.		Kitchen	
<input type="checkbox"/> Hourly		Kitchen only –\$35.00/hr.	
<input type="checkbox"/> 8 Hour Rate			
<input type="checkbox"/> 24 Hour Rate			
<input type="checkbox"/> Boardroom 9:00 am – 5:00 pm (Mon - Friday)			
<i>Hall rental includes 13 round tables and 130chairs – Kitchen rental includes dishes and cutlery for up to 100</i>			
PAYMENT INFORMATION			
50% Deposit required at time of booking			
Credit Card (for damage deposit)			
Expiry Date			
		Rate: (per rates)	\$
		Special Request Costs:	\$
		GST	\$
		Total	\$
Office Use:			
<input type="checkbox"/> Booking Confirmed		<input type="checkbox"/> Post Event Comments:	
<input type="checkbox"/> Booking in Schedule			
<input type="checkbox"/> Special Requests Organized			