



**BOARDROOM BOOKING FORM**

TODAY'S DATE		
NAME		
COMPANY NAME		
EMAIL ADDRESS		
PHONE / FAX		
BOOKING DATE + START/END TIME		
TENANT PACKAGE	<input type="checkbox"/> BASIC \$25.00/h (+5% GST)	<input type="checkbox"/> FULL \$40.00/h (+5% GST)
NON TENANT PACKAGE	<input type="checkbox"/> BASIC \$40.00/h (+5% GST)	<input type="checkbox"/> FULL \$65.00/h (+5% GST)
CHAIRS	The package includes <b>20</b> seats, if <u>additional</u> chairs are required, please indicate how many here: _____ (fee: \$1.00+GST per additional chair per day)	
PAYMENT METHOD:	<input type="checkbox"/> CHEQUE	<input type="checkbox"/> CREDIT CARD
CARD DETAILS  (Or contact the Administration office, Tel: 604-876-5165)	CARD HOLDER NAME : _____ CARD TYPE : _____ CARD NUMBER : _____ EXPIRY DATE : _____	
BILLING ADDRESS		
SIGNATURE		

Payment for the boardroom bookings must be made **at the time of booking**. Cancellation is allowed prior to **4:30pm** until the day before your booking date for a full refund.

A **cleaning fee** of \$50.00+GST will be automatically deducted from the credit card we have on file for any cleaning we are required to do on your behalf. It is up to you to clean the boardroom before you leave.

City Square Property Holdings Inc.  
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