

Facilities Request Form

Please complete the form below to request a reservation.

Visitor / Name of Event: Number Attending:

Contact Information: Phone Number:

Submitted by: Email Address: Ext:

Events Begins: Date Time p.m.

Events Ends: Date Time a.m.

Facilities Required (List all that apply)

Other Accomodations or Requests

See additional comments on back

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- Kirk Beattie, Finance & Personnel Officer
- Amy Bedard, Library
- Steve Couture, Dairy Farm Manager
- Wanda Emerich, Outreach Coordinator
- Steve Fessette, Director of Physical Plant
- Rick Grant, President
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- Rachel Dutil, Administrative Assistant
- Karen Lassell, Equine Manager
- Laurie Miller, Accounting / Payroll
- Cafeteria
- Housekeeping
- Miner Center Custodial
- Other

Check all services that you will need:

- Housekeeping
- Cafeteria
- Custodial Service
- After Hours Coverage

Bill the following services to:

Charge services to:

Name

Address

City ST Zip

	Time	Quantity	Total
Morning Break	<input type="text"/>	<input type="text"/>	<input type="text"/>
Lunch	<input type="text"/>	<input type="text"/>	<input type="text"/>
Afternoon Break	<input type="text"/>	<input type="text"/>	<input type="text"/>
Dinner	<input type="text"/>	<input type="text"/>	<input type="text"/>

GRAND TOTAL

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GRAND TOTAL

- New Request
 Revised Request

Facilities Request Form

Please complete the form below to request a reservation.

Visitor / Name of Event: Casey Havekes Number Attending: 1

Contact Information: Casey Havekes Phone Number: 613-804-1117

Submitted by: Wanda Email Address: Casey Havekes <cs800007@dal.ca> Ext:

Events Begins: Date Monday, June 5, 2017 Time

Events Ends: Date Thursday, June 8, 2017 Time

Facilities Required (List all that apply) Dorm Room

Other Accomodations or Requests Linens and towels

See additional comments on back

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Check all services that you will need:

- Housekeeping Cafeteria Custodial Service After Hours Coverage

Bill the following services to:

Name Casey Havekes
Address
City ST Zip

Charge services to:

Casey Havekes \$20/night

	Time	Quantity	Total
Morning Break			
Lunch			
Afternoon Break			
Dinner			

GRAND TOTAL

New Request

Revised Request

Facilities Request Form

REVISED REQUEST!!

Please complete the form below to request a reservation.

Visitor / Name of Event: Joann and Phil Grayson (guests of Rachel) Number Attending: 2

Contact Information: Rachel Phone Number: ext. 115

Submitted by: Rachel Email Address: dutil@whminer.com Ext: 115

Events Begins: Date Thursday, June 8, 2017 Time p.m.

Events Ends: Date Monday, June 19, 2017 Friday, June 16 Time 12 p.m.

Facilities Required (List all that apply) Director's Residence

Other Accomodations or Requests They know they may be bumped!

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Bill the following services to:

Name
Address
City ST Zip

Charge services to:

Joann Grayson
\$60/night

	Time	Quantity	Total
Morning Break			
Lunch			
Afternoon Break			
Dinner			

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GRAND TOTAL

Room Configuration

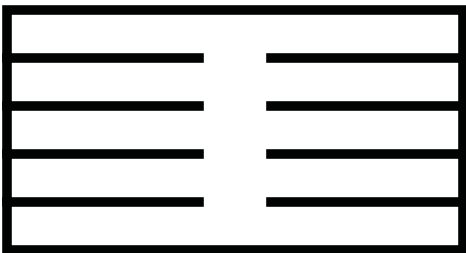
Traditional Speaker/Audience



Tables in U Shape (18 maximum)



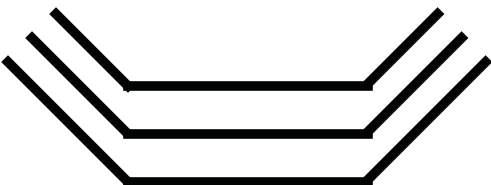
Tables in Two Rows (20 maximum)



Tables in Rectangle (24 maximum)



Tables in Modified U Shape (36 maximum)



Audio/Visual Equipment

Please check audio/visual equipment you will need for your event (check all that apply):

- Chalkboard
- Digital Projection System
- Dry Erase Board & markers
- Easel, flipchart, & markers
- Laser pointer
- Overhead Projector
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Additional Comments

Chairs in a V-shape



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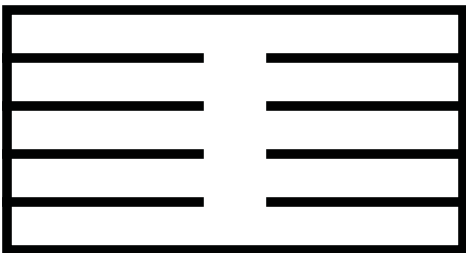
Traditional Speaker/Audience



Tables in U Shape (18 maximum)



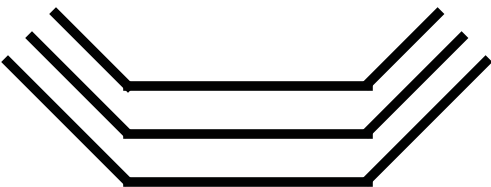
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Additional Comments

10:00am	The Alice T. Miner Museum
12:00pm	Mausoleum and Chapel
12:45pm	Lunch in Gardens
1:30pm	Exhibit
3:00pm	Horse Barn
3:30pm	Dairy Barn

Chairs in a V-shape



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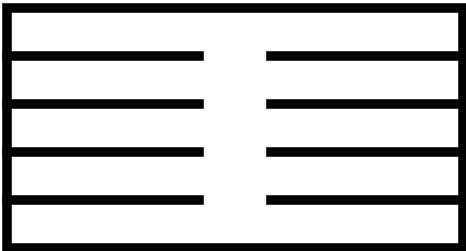
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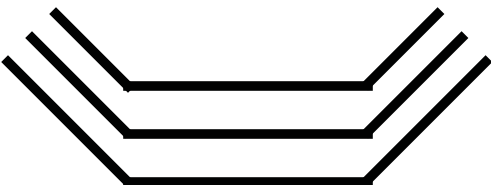
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Morning Break	<input type="text"/>	<input type="text"/>	<input type="text"/>
Lunch	<input type="text"/>	<input type="text"/>	<input type="text"/>
Afternoon Break	<input type="text"/>	<input type="text"/>	<input type="text"/>
Dinner	<input type="text"/>	<input type="text"/>	<input type="text"/>

GRAND TOTAL

Room Configuration

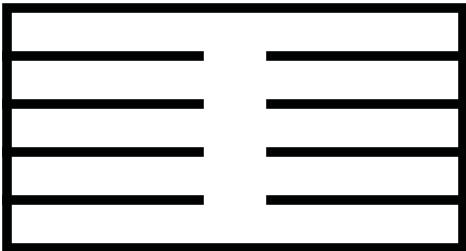
Traditional Speaker/Audience



Tables in U Shape (18 maximum)



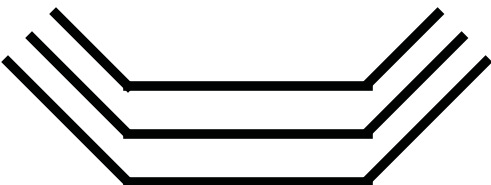
Tables in Two Rows (20 maximum)



Tables in Rectangle (24 maximum)



Tables in Modified U Shape (36 maximum)



Audio/Visual Equipment

Please check audio/visual equipment you will need for your event (check all that apply):

- Chalkboard
- Digital Projection System
- Dry Erase Board & markers
- Easel, flipchart, & markers
- Laser pointer
- Overhead Projector
- PA System
- Slide Projector
- Surge Protected Electrical Outlet Strip
- Extra long phone cord
- Television
- VCR
- Other

Additional Comments

Chairs in a V-shape

