

EVENT: _____

Date: _____

Time: _____

Group Contact: _____

Cell Number: _____

EQUIPMENT AVAILABLE:

6ft tables X _____
(12 available)

8ft tables X _____
(2 available)

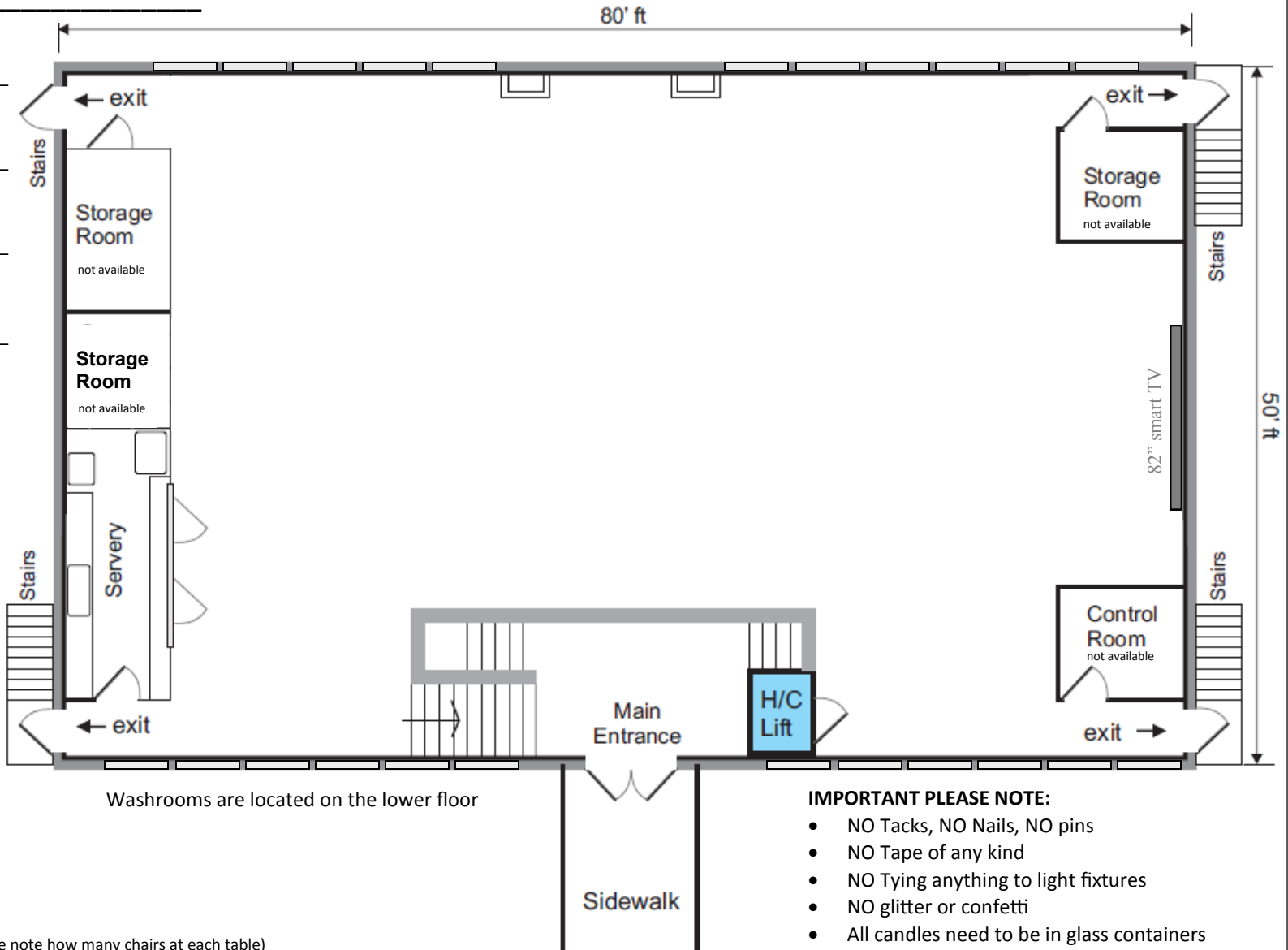
5ft Round X _____
(19 available)

3X3 X _____
(1 avail)

Podium & Mic X _____
(1 avail)

X Chairs X _____ (150 avail. please note how many chairs at each table)

82" Smart TV Rental (25.00) _____



Washrooms are located on the lower floor

Sidewalk

IMPORTANT PLEASE NOTE:

- NO Tacks, NO Nails, NO pins
- NO Tape of any kind
- NO Tying anything to light fixtures
- NO glitter or confetti
- All candles need to be in glass containers

Any damage to the building will affect your deposit



*Alan Emmott Centre
Banquet Room Upper Floor Plan*

**FLOOR PLAN DUE
2 WEEKS BEFORE
EVENT DATE**

Group: _____

Meeting Date: _____

Time: _____

Contact: _____

Event: _____

Number of People: _____

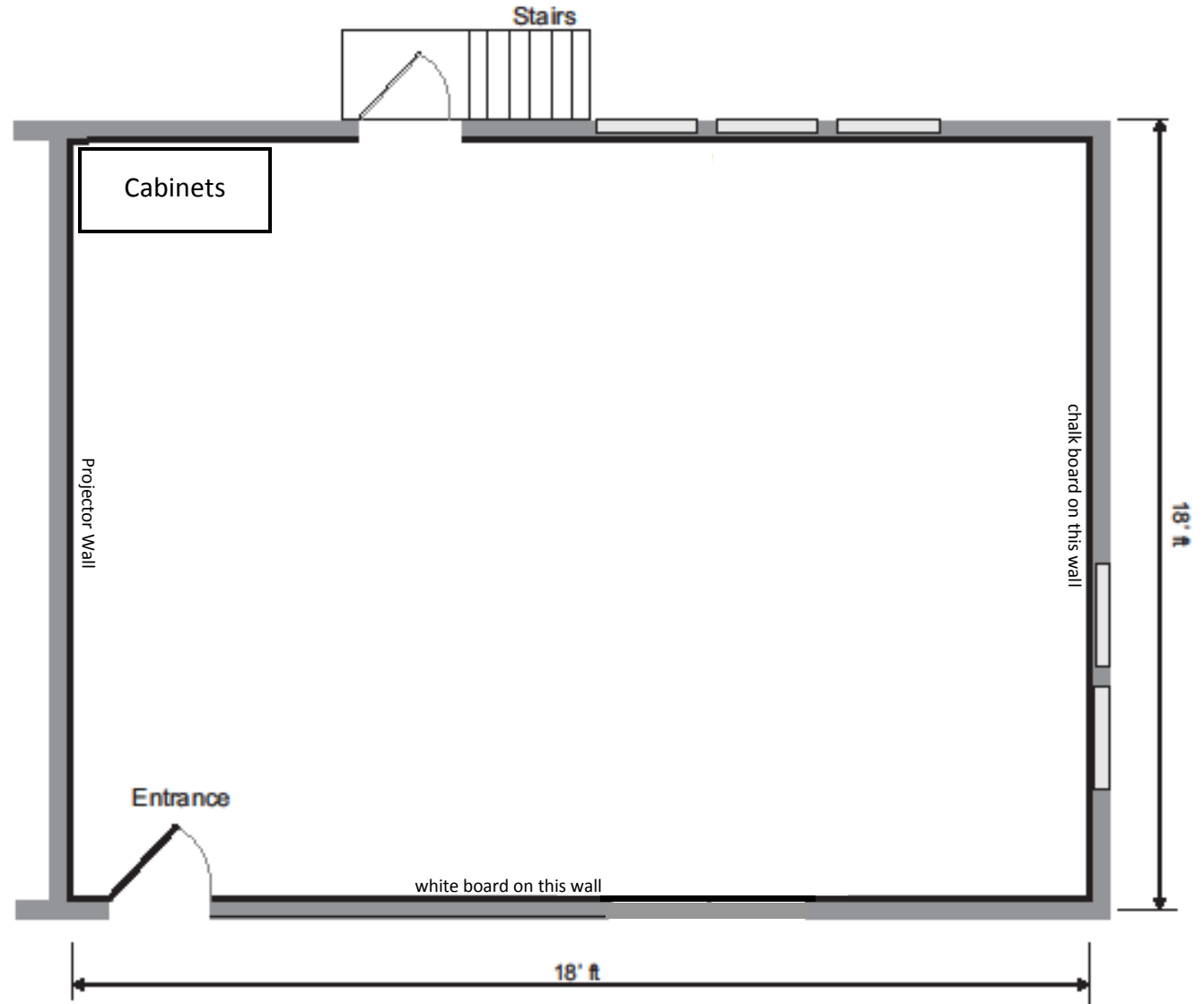
Tables: _____ Chairs: _____

Special Instructions:

Equipment avail for this room:

- Rectangular tables
- Up to 50 chairs
- Rental of projector available
- White board
- Chalk board
- Projector Screen

* No Food or drinks
in this room, carpeted.



C:\data\floor plans\ Emmott centre meeting rm 2 (p.cad



Alan Emmott Centre Meeting Room #2

Dwg. # O.P. 33-1-10s
Date: February, 2011
Scale: NTS
Drawn by: HD