

# **TOWN SQUARE CONFERENCE ROOMS**

## **BCIT Booking Request Form**

**Your Name:**

**Your Position:**

**BCIT Department:**

**Phone Number:**

### **Event Details**

**Room Number Requested:**

**Event Title:**

**Date:**

**Times (include setup and tear down):**

**Number of Attendees:**

**Room Set Up Style:**

**Audio/Visual Needs:**

**Catering Needs:**

**Who is paying for the catering?**

**Who is attending the event?**

**Is there a fee charged to anyone attending this event?**

**Will you be attending this event?**

**If not, who in your department will be attending?**

**Is anyone benefiting financially from this event?**

**Please return this form to Executive Floor Reception to submit your  
Room Reservation Request!**