



## HAIDA HERITAGE CENTRE

### BOOKING INFORMATION – ROOM RENTAL

GUEST INFORMATION			
<b>Name</b>			
<b>Company</b>			
<b>Mailing Address</b>			
<b>City</b>		<b>Postal/Zip Code</b>	
<b>Province/State</b>		<b>Country</b>	
<b>Telephone (1)</b>		<b>Telephone (2)</b>	
<b>Fax</b>		<b>Other</b>	
<b>Email</b>		<b>Website</b>	
<b>Referred By</b>			

ROOM INFORMATION					
<b>Number of Guests</b>			<b>Type of Event</b>		
<b>Dates Preferred</b>					
<b>Hours</b>			<b>Setup Time</b>		
<b>Room Interested In *</b>	<b>Classroom 1</b>	<b>Classroom 2</b>	<b>Bill Reid Room</b>	<b>Welcome House</b>	<b>Performance House</b>
<b>Chairs/Tables Needed</b>					
<b>Comments</b>					

\*Rooms vary in prices depending on time, please check with ROOM RATES document

<b>PRE-PAYMENT</b>	<b>YES</b>	<b>NO</b>	<b>IF YES</b>	<b>MASTERCARD</b>	<b>VISA</b>
<b>CREDIT CARD NO.</b>				<b>EXPIRY DATE</b>	
<b>NAME ON CARD</b>					
<b>TOTAL PAID</b>					
<b>OTHER PAYMENT</b>	<b>INVOICE</b>			<b>PAYMENT IN PERSON</b>	

PLEASE EMAIL COMPLETED FORM TO: [haidaheritagecentre@gmail.com](mailto:haidaheritagecentre@gmail.com)

HAAWA / THANK YOU

ENTERED INFORMATION INTO CALENDAR: YES NO    EMAILED/CALLED CLIENT BACK: YES NO

CONFIRMED BY: \_\_\_\_\_ DATE: \_\_\_\_\_