

The
West Carleton
MEETING CENTRE

Please inform me of your availability, suitability and/or prepare an estimate based on the following information.

CONTACT INFORMATION:

Name: _____

Company Name: _____

Work Phone Number: _____ Fax Number: _____

Email Address: _____

EVENT INFORMATION:

Event Date (s): _____

Approximate Start and Finish Times: _____ Number of Guests: _____

Room Set Up Requirements:

AV Requirements:

Catering Requirements & Serving Times:

Overall Budget/Day: _____

Additional Comments/Requirements:

Please fax to 613-831-3433 or email the above information. We will respond with information regarding our availability, suitability and a quote as soon as possible.