SET-UP REQUEST FORM

Order date: ________________
Reservation number: ___________  Date of the event: ________________
Time of the event: ________________

Organization / Department name:
Contact person:
Address:
City:
Postal Code:
E-Mail address:

Phone number: ________________  Fax: ________________

Name of the event: ____________________________________________
Location of the event: ____________________________________________

Number of people: ________

FOAP NUMBER: F  O  A  P

FOAP Signing Authority Name: ________________________________
FOAP Signing Authority Signature: ________________________________

HSC - PO# or Cost Centre ____________________________________________

Food Service provider: ____________________________________________

For table cloths, please make arrangement with food service provider.

Billing rates are as follows:
Daily chair rental, set-up and take down $ 1.50 per chair
Daily Round tables rental, set-up and take down $ 10.00 per table
Daily Rectangular tables rental, set-up and take down $ 7.50 per table
Daily coat racks $ 8.50 per rack

❖ Extra caretaking services outside of regular hours are extra.
❖ Changing set ups must be arranged in advance.
❖ Set-up requests need to be scheduled in advance.
❖ Please provide diagram for your set up.

Note: New Billing rates are for Request completed as of July 1st, 2014