

Request for Cowichan Lake Research Station Conference Centre Facilities

Requested by: _____ Organization: _____

Purpose: _____ No. of People In Group: _____

<u>Arrival:</u> Date: _____ Time: _____	<u>Departure:</u> Date: _____ Time: _____
Meeting Room Requirements (Please Check One): Large: _____ Small: _____ Both _____	

Arriving after office hours? Please discuss arrangements for access to the conference centre.

Meal and break times are flexible with sufficient notice, otherwise times are as indicated below.

indicate # of each required

Dates: ⇒									
Breakfast 7:30 am									
Morning coffee 10:00 am									
Hot lunch 12:00 noon									
Packed lunch									
Afternoon coffee 3:00 pm									
Dinner 5:30 pm									
Overnight Accommodation									

Any special dietary or allergy requirements: _____

Other Services Requested: (LCD Projector, overhead projector, slide projector, screens, flip charts, TV & VHS VCR are available upon request). _____

Booking Confirmation Details: Booking by (print name) _____ Phone: _____ Fax: _____	Account Coding for Journal Voucher (for BC Gov't clients): Vote: _____ Response: _____ Service Line: _____ Project: _____ STOB: _____
Invoicing Address: _____ Postal Code: _____ <div style="text-align: right;">Cheques are payable to <u>The Minister of Finance and Corporate Relations</u></div> Signature: _____	

PLEASE RETURN BOOKING SHEET TO: (Copies received by fax or E-mail are considered to be signed).

VIA FAX: 250-749-6020	E-MAIL: CLRSConferenceCentre@gov.bc.ca PH: 250-749-6811 ext. 21	MAIL: Ministry of Forests, Lands, and Natural Resource Operations Cowichan Lake Research Station PO Box 335, Mesachie Lake BC V0R 2N0
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When we receive this completed form, your booking will be considered confirmed!

Please call to discuss prices. Please note, rates are subject to applicable taxes. A \$75.00 deposit may be required.

Your booking sheet is required at latest 14 days prior to your arrival. Invoicing will be based on the numbers requested at that time or the actual number of guests, whichever is the greatest.

Questions about the facility? Call **Kathy** at 250-749-6811 (21)