

**CONSTRUCTION ASSOCIATION OF NOVA SCOTIA**  
**2019-2020 BOARDROOM BOOKING FORM**

**Contact Information**

Name:	Company:
Email:	Phone Number:

**Boardroom Meeting Request**

**PLEASE NOTE:** The boardroom is available Monday to Friday from 8:30 a.m. – 4:00 p.m.

Preferred Date: \_\_\_\_\_ Time: \_\_\_\_\_

Alternative Dates:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**Complete the Following:**

Meeting purpose: \_\_\_\_\_

Number of attendees: \_\_\_\_\_

Do you require AV? *(If yes, please email files in advance or bring on a thumb drive)*

Yes  
 No

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Do you require coffee and/or water? *(Provided free of charge.)*

Yes  
 No

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Do you require CANS to order your catering? *(A 20% admin fee will be applied to catering invoice)*  
*\*If you chose to order your own catering, please indicate the caterer and the delivery time*

Yes  
 No  
 3<sup>rd</sup> Party Caterer's Info *(if applicable):* \_\_\_\_\_

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Do you have a preferred room configuration? CANS will accommodate whenever possible: *(Unless otherwise indicated, the maximum occupancy is 25)*

No Preference  
 Theatre Style *(accommodates approx. 40 occupants)*  
 Traditional Classroom  
 Traditional Boardroom  
 U-Formation  
 Reception

## Miscellaneous

**Do you have any additional requirements that are not listed on this form?** *(Please provide as much detail as possible)*

**PLEASE NOTE:** Any changes required for this booking must be provided 5 business days in advance. CANS cannot guarantee all changes made past the original booking will be accommodated.

## Disclaimer

Please note that these boardrooms are among CANS' staff office spaces. We understand that noise is inevitable, but we ask you to be mindful and use the designated areas (outside of the boardrooms or within our Business Center) for phone calls, etc.

If there is catering, we'd ask that you please tidy the boardroom kitchenettes as best as possible.

Thank you, we appreciate your cooperation.