



## BOOKING CONTACT INFORMATION

Full Name: \_\_\_\_\_

Company: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

### **On-Site Contact** *(if different from booking contact)*

Full Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

## BOOKING REQUEST DETAILS

CANS Business Centre is available Monday - Friday, from 8:30 a.m. - 3:30 p.m.

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

Time: \_\_\_\_\_

Alternative Dates: \_\_\_\_\_

Number of Attendees: \_\_\_\_\_

*(Maximum 15 people)*

Meeting Name: \_\_\_\_\_

Meeting Purpose: \_\_\_\_\_

*Please note: Any changes required for this booking must be provided five (5) business days in advance. CANS cannot guarantee all changes made past the original booking will be accommodated.*

## TERMS OF USE

Please note that CANS Business Centre is situated among CANS staff office spaces. We understand that noise is inevitable, but we ask you to be mindful while taking phone calls, talking in hallways, etc.

If you have arranged for your own catering, we ask that you clean up after yourselves and place trash in the appropriate receptacles.

Thank you, we appreciate your cooperation.

- ☐ Acknowledges that they are using the Business Centre at their own risk.
- ☐ Acknowledges that they are responsible for cleaning up after meeting and disposing of trash in appropriate receptacles.

## SIGNATURE

- ☐ I have read, understand and agree to the above requirements to use CANS Conference Centre.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please return this completed form to:

Nichole Banks  
Administrative Lead  
Construction Association of Nova Scotia  
nbanks@cans.ns.ca