



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.

IMPORTANT: Please be advised that CANS is a peanut-free workplace. No products containing peanuts are allowed within our facility.

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 Business Centre.

Signature: _____

Date: _____

Please return this completed form to:

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