



FACILITY BOOKING INQUIRY FORM

Please download, complete, and email this form to:

amurphy@winsport.ca

A BWTC Staff Member will respond within 48 hours to provide a quote, availability, and answer any questions you may have.

NOTE: If this inquiry is for a wedding please contact:

Andrea Murphy (Operations & Events Coordinator)
(403) 700-1409 amurphy@winsport.ca
or visit bwtccanmore.com

Booking Request By:

Phone Number:

Email:

Organization:

Purpose of Event:

Number of People Attending:

Room(s) Required:

Date(s):

Start Time:

Finish Time:

(Time Frames Must include Set-Up & Tear Down)

Haig Room Capacity up to 150 people			
Rundle Room Capacity up to 12 people			

Audio/Visual Needs:

Projector & Screen

70" LCD TV

Microphones

Sound System

Teleconference Phone

Flip Chart

White Board

Wifi Access

Food & Beverage Needs:

(NOTE: All Food Services must be provided by the BWTC Designated Caterer - Bow Valley Gourmet)

Please Select All Services Required:

Catering Services

Non-Alcoholic Beverage Service

Alcoholic Bar Service

Coffee & Tea Service

Other

Additional Set-Up Needs and Requests: (i.e.: Linens, Tables, Chairs, Layout etc.)