



Diversions Booking Request Form

Please complete this form and submit to your company's designated Booking Contact.

Full Name		Attention Booking Contacts: <i>These fields MUST entered in the Notes section or this request may be denied.</i>
Phone Number		
Email		
Booking Date <i>MM/DD/YYYY</i>		<i>Requests must be made 2 - 90 days in advance of the event date.</i>
Booking Start Time	AM PM	<i>Include time for set up before and clean up after your event.</i>
Booking End Time	AM PM	<i>Maximum booking length is 8 hours.</i>

Please select the space(s) you wish to reserve:

- GARNEAU ROOM:** Intimate gathering space with sophisticated decor, dimmable lights, a/v equipment, glassware and flatware. Does not include the kitchen. Capacity: up to 20 guests
- WINDSOR HALL:** Event hall and multi-function room with A/V equipment, outdoor patio space. Does not include the kitchen. Capacity: up to 60 guests
- KITCHEN:** Optional add-on for Garneau Room or Windsor Hall bookings. Includes 4-burner stove, oven, microwave, sink, full-size fridge/freezer and dishwasher.
- PRIVATE THEATRE:** 100" projection screen, surround sound, luxury leather recliners, extensive movie library on Apple TV, Crave TV, Netflix, BluRay/DVD player and cable package. Capacity: up to 12 guests

ROOM KEY PICK UP: The room keys for each Diversions amenity must be picked up at the Customer Service Desk in the College Plaza lobby during regular business hours prior to your booking.

If the booking is **between Monday and Friday**, the room key must be picked up by 4:00 PM and returned on the same day or the next morning.

If the booking is **over the weekend**, the room key must be signed out on Friday no later than 4:00 PM and returned on Monday morning.

Note that events are approved at the discretion of Westcorp Property Management Inc. and some event types are not permitted.

Signature _____

Signed on date *MM/DD/YYYY* _____

Booking Contact submitted on date *MM/DD/YYYY* _____