



Note: If this request is for a wedding event please contact Andrea Murphy (Facility Coordinator) at amurphy@winsport.ca (403) 700-1409 before completing this form

Booking Requested By:

Phone Number:

Email:

Organization:

Address:

Purpose:

Number of People attending:

Additional Setup Requirements:
ie: table/chair configuration

Room(s) Required:	Time(s): (Including clean up, set up & tear down)		
	Room:	Date(s):	Finish
Haig Room Capacity up to 150 people			
Rundle Room Capacity up to 15 people			

- Type of Function:**
- Winsport Related
 - Sport Event
 - Public Event:
 - Private Function:

Food/Beverage Required?

Note: BWTC does not permit outside catering, food or beverage & use of the BWTC site kitchen.

YES NO

- Equipment Required:**
- Projector
 - Teleconference Phone
 - Screen
 - Flip Chart
 - Sound System
 - Microphone

Is Seating Required?

YES NO

For how many?

Wifi Access - Included in Room Rental Fee

Are Tables Required?

YES NO

of Round (5 ft)

of Long (8 ft)

Hours of Operation:
 Mon-Fri: 8am to 8pm
 Sat: 8am to 4pm, Sun: Closed

Is Bar Service Required?

YES NO

Note: Bookings outside of the BWTC operating hours will subject to a \$30/hour charge with the exception of Sundays

Please email this form to bwtc@winsport.ca
A BWTC Staff Member will contact you within 1 business day to provide a quote and availability for your request.