



### BOOKING YOUR MEETING ROOM

Determine your budget

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Determine the date(s) and time(s) for your meeting(s)

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If possible, select alternative date(s) and time(s) in case scheduling conflicts occur

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How many people will be attending?

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Review the Hart House Floorplans to see which arrangement meets your needs

- Cottage for up to 32 with buffet
- Cottage for up to 20 with plated seating
- Rosedale for up to 70 with Avalon buffet
- Rosedale for up to 80 with Avalon boardroom
- Avalon for up to 24

[Click Here to view floorplans for our meeting rooms](#)

### ADDITIONAL NOTES

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### ADDITIONAL MEETING REQUIREMENTS

Will a lectern be needed?

Yes

No

What Audio/Visual equipment will be needed?

Microphones and speakers

Special lighting

Projection equipment

Audio and video recording

Other: \_\_\_\_\_

Are guest speakers needed?

Keynote speaker: \_\_\_\_\_

Emcee: \_\_\_\_\_

Entertainers: \_\_\_\_\_

Is Internet service required?

Yes

No

Do you have any materials (ie. name cards, meeting materials, decorations etc.) that you would like the Hart House staff to set up for you?

Yes

\_\_\_\_\_

No



**FOOD AND BEVERAGE REQUIREMENTS:**

Will beverages need to be available throughout the meeting?

Yes

Coffee     Tea     Water     Juice     Soda

Other: \_\_\_\_\_

No

How many meals will need to be served?

Breakfast    # of people: \_\_\_\_\_    time served: \_\_\_\_\_  
menu choice: \_\_\_\_\_

Lunch    # of people: \_\_\_\_\_    time served: \_\_\_\_\_  
menu choice: \_\_\_\_\_

Dinner    # of people: \_\_\_\_\_    time served: \_\_\_\_\_  
menu choice: \_\_\_\_\_

AM Break    # of people: \_\_\_\_\_    time served: \_\_\_\_\_  
menu choice: \_\_\_\_\_

PM Break    # of people: \_\_\_\_\_    time served: \_\_\_\_\_  
menu choice: \_\_\_\_\_

Reception    # of people: \_\_\_\_\_    time served: \_\_\_\_\_  
menu choice: \_\_\_\_\_

Cocktail Party    # of people: \_\_\_\_\_    time served: \_\_\_\_\_  
menu choice: \_\_\_\_\_

**MEETING MENUS**

- Continental Breakfast
- Sandwich Luncheon
- Luncheon Buffet
- The Carousel Lunch Buffet
- The Mini Carvery
- Passed Hors D'oeuvres
- The Hart House Buffet
- The Heritage Buffet
- The Gourmet Buffet
- Deer Lake BBQ
- Plated Dinner Menu
- Silver Spoon Dinner

[Click Here to view detailed descriptions of each meeting menu option](#)

Are there any special dietary requirements?

Yes

Name: \_\_\_\_\_ Instructions: \_\_\_\_\_

Name: \_\_\_\_\_ Instructions: \_\_\_\_\_

Name: \_\_\_\_\_ Instructions: \_\_\_\_\_

No

