



FAMILY SERVICE TORONTO

For People. For Change.

MEETING ROOM APPLICATION

Applicant (Official group name): _____

Mailing address: _____

City: _____ Province: _____ Postal Code: _____

Tel: _____ Fax: _____ E-Mail: _____

Nature of Event:		
Date(s) Requested:	Time(s) From: To:	Anticipated Attendance:
<u>Requirements/Details:</u>		

The undersigned hereby acknowledges, having read the rules and regulations governing the use of FST's Meeting Room (see attached), hereby agrees with FST that such use is subject to compliance with FST's rules and regulations.

Authorized Officer Name and Title: _____

Authorized Officer Signature: _____ Date: _____

CANCELLATION

Reservation of the space requested is hereby confirmed as indicated above. Please forward payment for the rental in the amount of \$_____. **Payment must be received in advance of the date(s) booked.** There will be **no refund** unless written cancellation notice is received **7 working days** prior to the date(s) booked. For all other cancellations, an administration fee of \$30.00 will be levied. **Make cheque payable to Family Service Toronto** and send to the address shown below.

FST's Authorized Office Signature

Date

128A Sterling Road, Suite 202, Toronto, ON M6R 2B7 Tel: 416.595.9230 Fax: 416.595.0242
www.familyservicetoronto.org



Capacities

Room	Seating Arrangement	Capacity
Wellesley	Boardroom	30
	Theatre-style	50
	Circle	30
	Classroom(angled single table/seats 5)	6 tables
Illahee	Boardroom	24
	Theatre-style	28
	Circle	22
	Classroom (angled single table/seats 6)	4 tables

Audio Visual Equipment (included):

Projector (ceiling mounted)
TV/VCR
Teleconference Unit
Microphone
Flip Chart with paper and markers
Wi-Fi

Room Rental also Includes:

- => Access to room one half hour prior to start time
- => Coffee/Tea including milk, cream and sugar

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Charitable Registration Number: 10737 6063 RR0001

A United Way Member Agency

