

CONTACT INFORMATION

School/Group Name: _____ Office email: _____

1st CONTACT Position	First Name	Last Name	Email
--	------------	-----------	-------

2ND CONTACT Position	First Name	Last Name	Email
--	------------	-----------	-------

TELEPHONE	Daytime	Cell	Fax
------------------	---------	------	-----

ADDRESS	Street/Box No.	Town/City	Postal Code
----------------	----------------	-----------	-------------

EVENT INFORMATION

Requested Date Choice	Event Start/Finish Time	# of Attendees	Meals Required (Options available on our website)
1 st –			Breakfast Option # _____
2 nd –			Lunch Option # _____
3 rd –			Supper Option # _____
<i>If you have not received email confirmation of this booking within 14 days of submission, please email metro@epsb.ca.</i>			<i>*please inform us of any dietary restrictions.</i>

Room Rental: _____

Programming: _____

Additional Information: _____



Special Events Registration Form

Call 780.428.1111 for additional information.



PAYMENT INFORMATION & CANCELLATION POLICY

Total cost: _____

Method of Payment: _____ Cash _____ Cheque (payable to Edmonton Public Schools) _____ Credit Card _____ Budget/SGF

NAME OF CARDHOLDER: _____ AUTHORIZED SIGNATURE: _____

CARD NUMBER _____ Expiry Date _____ / _____
(*Edmonton Public Schools locations should **not** be using their school credit card)

I, _____ (name of cardholder), authorize Edmonton Public Schools to charge my credit card for payments relating to my event. Should I have to cancel my event, I authorize Edmonton Public Schools to charge my credit card a \$50 Administration Fee.

Budget Funds - Edmonton Public Schools only

Account Code 800601 Cost Centre _____ Program _____ Activity _____
(4-digit) (5-digit) (6-digit)

(This will be processed by Journal Voucher)

SGF Funds – Edmonton Public Schools only

1. Please provide a SGF cheque with the stub attached using Acct # 2100 **or**
2. Account Code 101501 Cost Centre _____ Program _____ (34001-34801) Activity 800001.
(This will be processed by Journal Voucher to the schools School to Pay account)

SEND to: Metro Continuing Education, 7835 - 76 Avenue NW, Edmonton, AB T6C 2N1 (or Truck mail for EPSB) or
FAX: 780.428.1112 or **EMAIL:** metro@epsb.ca

Special Events

To guarantee your reservation at Bennett Centre, Bennett/Metro must receive a signed Special Event Registration Form and a deposit of \$800. A full refund will be issued, minus a \$50 administration fee, if written cancellation is received 7 business days from when the form is signed. After that time, cancellations will not receive a refund. Final payments are due 30 days before the event date stated on the initial booking.

School Groups (including meetings, PD day, etc.)

To guarantee your reservation at Bennett Centre, Bennett/Metro must receive the signed Special Events Registration Form and a deposit of \$500. A full refund will be issued, minus a \$50 administration fee, if written cancellation is received at least 60 business days before your event. After that time, cancellations will not receive a refund. Final invoice will be issued after your stay and emailed to primary contact person.