



Revised: July 2020

Please complete form in full.
If you leave this page, the
form will clear.

Special Events Registration Form

CONTACT INFORMATION

School/Group Name: _____ Office email: _____

1 st CONTACT Position	First Name	Last Name	Email

2 ND 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>			Snack Option # _____ <i>*please inform us of any dietary restrictions.</i>

Room Rental:

Programming:

Additional Information:

PAYMENT INFORMATION

A deposit payment is **required** with this registration form.

Please select one organization type:

- My organization is a school = \$500 Deposit
- My organization is not a school = \$800 Deposit

A Deposit can be paid with a Cheque, Credit Card or EPSB Account Code. Final payments are paid with Credit card or EPSB Account Code; complete one of these sections* below.

- Cheque** (For Deposit only) – Payable to: Edmonton Public Schools
- *Credit Card**

CARDHOLDER NAME: _____

CREDIT CARD NUMBER: _____ - _____ - _____ - _____

Expiry Date: ____ / ____

CARDHOLDER SIGNATURE: _____

I authorize Edmonton Public Schools #7 to charge my credit card for payments relating to my event.

- *Edmonton Public Schools - Account Coding – Choose either Budget or SGF**

Budget Funds

8 0 0 6 0 2

Account

Cost Centre

Program

Activity

School Generated Funds

1 0 1 5 0 1

Account

Cost Centre

Program

8 0 0 0 0 1

Activity

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

POLICIES & CANCELLATION INFORMATION

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.

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 days before your event. After that time, cancellations will not receive a refund. Final invoice will be issued after your stay.