



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

Retirement Party Registration Form

CONTACT INFORMATION

Group Name: _____ Office email: _____

1st CONTACT FIRST NAME Last Name Email

2nd CONTACT 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
1 st _		
2 nd _		
3 rd _		
<i>*If you have not received email confirmation of this booking within 14 days of submission, please email metro@epsb.ca.</i>		

Additional Information:

PAYMENT INFORMATION

An \$800 deposit payment is **required** with this registration form.

A Deposit can be paid with a Cheque or Credit Card. Final payments are paid with Credit Card. Please complete the Credit Card section 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.

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 Retirement Party 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.