

FUNCTION SHEET

Group Information

Church/Group Name: _____

Coordinator/Contact: _____

Address: _____

City: _____

Postal Code: _____

Phone #: _____

Fax #: _____

E-mail: _____

Arrival Date: _____

Time: _____

Departure Date: _____

Time: _____

of Attendees: _____

Room Information

Choice of Accommodation:

Premium Standard

Bedding and Towels (\$7 add'l):

Yes No

Meal Arrangements

Breakfast	Lunch	Supper
8:30am	12:30pm	5:30pm

Meal times can be altered within half an hour of stated time.

Allergy/Diet restriction: _____

Please let us know in advance of any special dietary needs.

Snacks: Please indicate the **day & time** you would prefer your snack(s).

1.	AM PM	<input type="checkbox"/> Liquid Snack (\$1.50) <input type="checkbox"/> Food & Drink Snack (\$3.00)
2.	AM PM	<input type="checkbox"/> Liquid Snack (\$1.50) <input type="checkbox"/> Food & Drink Snack (\$3.00)
3.	AM PM	<input type="checkbox"/> Liquid Snack (\$1.50) <input type="checkbox"/> Food & Drink Snack (\$3.00)
4.	AM PM	<input type="checkbox"/> Liquid Snack (\$1.50) <input type="checkbox"/> Food & Drink Snack (\$3.00)

Meeting Room Requirements

Check required items.

- Overhead Projector
- LCD Projector (additional cost)
- TV (Big Screen available upon request)
- VCR
- DVD player
- Whiteboard
- Flipchart
- Key Board (additional cost)
- Sound System
- Microphone(s): Required amount: _____
- Podium
- Music stands: Required amount: _____

OTHER: _____

Meeting Room

One meeting room/group.
 Additional charges apply for extra meeting rooms.

Registration table required

Irwin Chapel	<input type="checkbox"/> Theatre
Webb Lounge	<input type="checkbox"/> Theatre <input type="checkbox"/> Classroom <input type="checkbox"/> Hollow square <input type="checkbox"/> U - shaped <input type="checkbox"/> Boardroom <input type="checkbox"/> Banquet
Heritage Chapel	<input type="checkbox"/> Theatre <input type="checkbox"/> Classroom <input type="checkbox"/> Hollow square <input type="checkbox"/> U - shaped <input type="checkbox"/> Boardroom
Heritage Hall	<input type="checkbox"/> Theatre <input type="checkbox"/> Classroom <input type="checkbox"/> Hollow square <input type="checkbox"/> U - shaped <input type="checkbox"/> Boardroom
Quiet Room	<input type="checkbox"/> Theatre <input type="checkbox"/> Classroom <input type="checkbox"/> Hollow square <input type="checkbox"/> U - shaped <input type="checkbox"/> Boardroom
	<input type="checkbox"/> Theatre <input type="checkbox"/> Classroom <input type="checkbox"/> Hollow square <input type="checkbox"/> U - shaped <input type="checkbox"/> Boardroom
	<input type="checkbox"/> Theatre <input type="checkbox"/> Classroom <input type="checkbox"/> Hollow square <input type="checkbox"/> U - shaped <input type="checkbox"/> Boardroom

COMMENTS: _____

Activities

Indicate the day & time.

Please note that additional costs apply.

Hayride (\$1/person)		AM PM
Boat Cruise – 30 min. (\$3/person)		AM PM
Boat Cruise – 1 hr. (\$5/person)		AM PM
Boat Cruise – 4 hrs. (\$10/person)		AM PM
Connexion Café		AM PM
Word Shoppe		AM PM