brookstreet
work · play · getaway

Required Event Information

Booking Company:

Date of Event/Meeting:

Booking Contact Information

Name:

Phone Number:

Email Address:

Billing Address *(including postal code)*:

The information below can be completed with the assistance of your Event Manager, or if you have booked with Brookstreet before, you are welcome to select your preferences:

Event Information

Meeting Room Name:

Number of Attendees:

Time of meeting: start end

Set-up Requirements

☐ Theatre-style ☐ Classroom ☐ Cabaret ☐ U-Shaped ☐ Rounds 8 ☐ Rounds 10

Audio Visual Requirements: (Please contact Frischkorn AV to order at 613-271-3550)

Internet Access *($125 for 25 connections or less)*: ☐ YES ☐ NO

Will material be shipped to the hotel? ☐ YES ☐ NO

Will parking be paid: ☐ by each guest or ☐ billed to the master account? *($11.95 per day)*

Event Name *(to be posted on 1st and 2nd floor plasma screens)*:

Food and Beverage Requirements

☐ B Productive Package ☐ B Inspired Package ☐ B Healthy ☐ À la carte

Additional Comments

Please return information to: Events Department at Brookstreet
525 Legget Drive Ottawa, ON, K2K 2W2
Telephone 613-271-3582 Fax 613-271-3541 events@brookstreet.com