



Required Event Information

Name of Bride and Groom:

Date:

Booking Contact Information

Name:

Phone Number:

Email Address:

Billing Address *(including postal code)*:

On-site Contact

Name:

Phone Number:

Event Information

Ceremony Room Name:

Number of Guests:

Reception Room Name:

Number of Guests:

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: (please select Wedding Package preference)

Grace Romance Other:

Please return information to: Events Department at Brookstreet
525 Legget Drive Ottawa, Ontario, K2K 2W2
Telephone 613-271-3582 Fax 613-271-1800 events@brookstreet.com