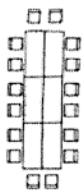




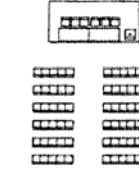
MEETING/BANQUET ROOM SETUP FORM

Please complete form and either fax(902 295 3306) or email info@wagmatcook.com .
If you require Catering please include your requirements with this form.
Please choose your room setup and indicate for how many persons

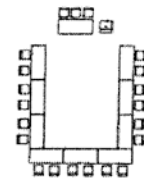
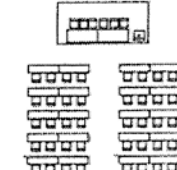
Conference for
_____ ppl



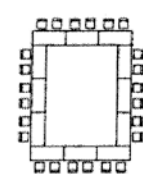
Theater for
_____ ppl



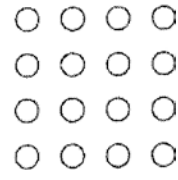
Classroom for
_____ ppl



U-shape for
_____ ppl



Hollow square
for _____ ppl



Rounds for
_____ ppl

Cocktail Seating

_____ ppl

Water, tea and coffee stations are used for sets of more than 100 people.
Additional labor charges may apply for labor-intensive room sets.
The Centre is non-smoking.

**** Caution: All room setups do not fit in all function rooms. ****

AUDIO VISUAL MICROPHONES COMMUNICATIONS POWER

Please check all that apply:

___ Head-table for # _____ people ___ Registration Table with chairs

___ **IT Cart - \$200.00** All your technology needs includes: Laptop, LCD Projector, Screen, DVD Player, 2 Flip Charts with Markers, Sound with up to three wired mics.

"A la Carte"

- | | |
|---|-------------------------------------|
| ___ Laptop \$75.00 | ___ LCD Projector/ Screen \$75.00 |
| ___ Overhead Projector \$ 25.00 | ___ DVD Player \$25.00 |
| ___ Sound with up to 3 wired mics \$50.00 | ___ Wireless Mics \$25.00 each |
| ___ Polycom Conference Phone \$50.00 | ___ Flip chart with markers \$10.00 |

Please note that full sound and lights with technician is at an additional cost please call ahead



MEETING/BANQUET ROOM SETUP FORM

Please complete form and either fax(902 295 3306) or email info@wagmatcook.com .
If you require Catering please include your requirements with this form.

Room Rental fees :

- _____ **Great Hall** --- For groups of 100 up to 500--- \$500.00 full day/ \$250.00 half day includes: tea, coffee, sound with up to 3 wired mics, and access to high speed internet.

- _____ **Rooms 105, 107, or Board Room,** ---For groups of 5-100---\$150.00 per day / \$100.00 half day includes: tea, coffee sound with 2 wired mics and access to high speed internet.

- _____ **Break-Out room \$150.00** (with rental) access to three desk top computers with printer and high speed internet.