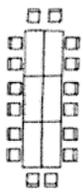




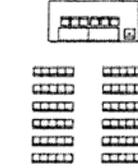
**MEETING/BANQUET ROOM SETUP FORM**

Please complete form and either fax(902 295 3306) or email [info@wagmatcook.com](mailto: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

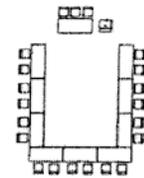
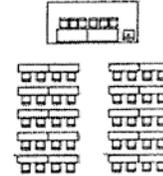
Conference for  
\_\_\_\_\_ ppl



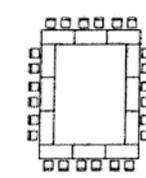
Theater for  
\_\_\_\_\_ ppl



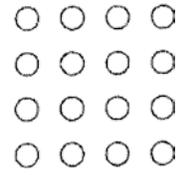
Classroom for  
\_\_\_\_\_ ppl



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](mailto: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.