

## **GFL Memorial Gardens - Meeting Room Request Form**

GFL Memorial Gardens  
269 Queen Street East  
Sault Ste. Marie, ON P6A 1Y9  
Phone: 705-759-5251

**Date:**

**Licensee:**

(Legal name of company, corporation, organization or individual)

**Address:**

**City, province, postal code:**

**Phone:**

**Contact person (name, title, phone if different from above):**

**Meeting Attendance (number of people):**

**Date(s) required:**

**Time and duration of meeting:**

**Meeting room preference:** \_\_\_\_\_

- 1) Full Bumbacco Room            2) Half Bumbacco Room
- 3) Full Multipurpose Room        4) Half Multipurpose Room
- 5) VIP Room

**Set up style:** \_\_\_\_\_

- 1) Classroom Style            2) U-Shape Style            3) Conference Style
- 4) Banquet Style            5) Theatre Style            6) Hollow Square Style
- 7) Other (*please provide description below*)

**Equipment request: (*Select all that apply*)**

- Flip Chart \_\_\_\_\_            White Board \_\_\_\_\_            Projection Screen \_\_\_\_\_
- Projector \_\_\_\_\_            Podium \_\_\_\_\_            Microphone/Speaker \_\_\_\_\_

**Full description of any special set up requests:**

**Food and Beverage:**

All requests (including coffee, muffins, donuts, etc.) are to be coordinated through the Food and Beverage contacts on Booking Procedure page.