

**Department of Finance**  
**Finance Administrative Centre, Pointe Seraphine**

**REQUEST FOR USE OF CONFERENCE ROOM**

<b>Date of Making Booking:</b> _____	
<b>Contact Information</b>	
Organisation: _____	
Name of Contact: _____	
Contact Number: _____	Mobile#: _____
Email Address: _____ Signature: _____	
<i>By signing this form you agree to adhere to the attached Guidelines for Use of the Conference Room.</i>	
<b>Event Information</b>	
Date(s) of Event: _____ Start Time: _____ End Time: _____	
Type of Event: Conference <input type="checkbox"/> Meeting <input type="checkbox"/> Training <input type="checkbox"/> *Video Conference <input type="checkbox"/>	
Other _____ No of Attendees: _____	
Title of Event: _____	
Layout Required: Classroom <input type="checkbox"/> Boardroom <input type="checkbox"/> 'U' Shape <input type="checkbox"/> Group Seating (round tables) <input type="checkbox"/>	
Theatre : 1 Aisle: straight <input type="checkbox"/> Herringbone <input type="checkbox"/> Semi-circular <input type="checkbox"/>	
2 Aisles <input type="checkbox"/> 3 Aisles <input type="checkbox"/>	
Head Table: No <input type="checkbox"/> Yes <input type="checkbox"/> Number of persons on Head Table: _____	
<b>Access Required:</b>	
Setup date: _____	Start time: _____ End Time: _____
Breakdown date: _____	Start time: _____ End Time: _____
<b>Approval (For Official Use)</b>	
Kitchen <input type="checkbox"/> Secretariat Office <input type="checkbox"/> Break out area (for Lunch and Breaks) <input type="checkbox"/> Podium <input type="checkbox"/>	
*Video Conference <input type="checkbox"/> Projector <input type="checkbox"/> Laptop <input type="checkbox"/> WIFI <input type="checkbox"/> Screen <input type="checkbox"/>	
*Chair Covers <input type="checkbox"/> *Table Skirts <input type="checkbox"/> (*Available at an additional Cost)	
Do you require Technical Support: Yes <input type="checkbox"/> No <input type="checkbox"/>	
<b>Approval (For Official Use)</b>	
Approved <input type="checkbox"/>	Not Approved <input type="checkbox"/>
Date Approved _____	Signature _____
Room Assigned: _____ Invoice# _____	

## Guidelines for Conference Use

- **Booking of Conference Room:**

- The Conference room is available for use by public and private organizations on a first come first serve basis. A booking can only be secured on receipt of a request form, verbal requests are not accepted.
- The fee structure is attached. The cost of the rental of the conference room includes basic Audiovisual Equipment.
  - Laptop
  - Projector
  - Screen
- A request for use must be placed at least 48 hours prior to the scheduled activity, and cancellation at least 24 hours before the start of the scheduled activity. You will be notified of approval within 48hrs of your request. Failure to inform of a cancellation within the specified time frame will incur a penalty fee.

- **Use of Conference Room**

- No smoking is allowed in the building
- The conference room must be left as found
- Conference/Meeting participants will not be allowed to change the configuration of the conference room or remove furniture or equipment from conference rooms, as rooms are set up in advance according to your request.
- **Nothing** may be fastened or affixed to the walls of the room.
- Any damages to the venue, walls, furniture and or equipment will be required to be covered by the client.
- Food is not allowed inside the Conference Room without prior permission, provision is made on the Terraces for Snacks and Lunch.
- The Ministry does not provide use of office equipment (e.g. Copier, fax) or supplies (e.g. paper, pens, folders)
- There are two (2) fire exits on either side of the building in case of an emergency; access ways should be clear of chairs and tables at all times.
- An individual or organization hosting an event consisting of 100 attendees or more are required to pay a Security Fee at the rate of \$60.00 per event

- **Food**

You are welcome to arrange catering for your meeting under the following conditions.

- You must be present to accept delivery of the food. Nothing may be staged in the hallway without explicit prior approval. It is your responsibility to see that your food is set up properly for your meeting.
- Delivery is done through the back entrance of the building and the service elevator used to access the 5<sup>th</sup> floor. Please consult with the security to gain access to the service elevator.
- All food and service materials must be removed at the end of the activity, properly disposing of all garbage in the bins provided. Do not pile garbage on an already full bin or set it on the floor next to the bin. When the bins are full, trash will be removed and new bag placed in the bin.

- Spills occur in the normal course of serving food and drinks. There will be cleaner on hand who should be notified once the spills occur for cleanup.
- All remaining food and beverages, dishes, containers must be removed/disposed of or picked up by the caterer ASAP. The Department of Finance will not be responsible for any items left after your event/activity.

## Layout and Capacity details

Conference Room	Rate of Rental	Capacity						
		Theatre Style			Group Seating Round Tables	U-Shape	Board -room	Classroom (Rec. tables)
		1 Aisle	2 Aisles	3 Aisles				
Full Room	\$1,000.00	350	350	300	-	100	100	200
$\frac{3}{4}$ Room	\$750.00	250	220	200	110	60	75	180
$\frac{1}{2}$ Room	\$550.00	200	180	160	80	50	50	60
$\frac{1}{4}$ Room	\$350.00	90	80	n/a	35	30	25	30

### **Method of Payment**

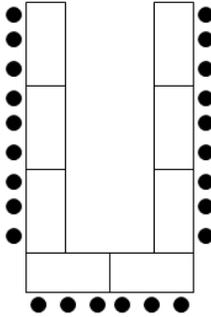
***All fees must be paid in advance and can be paid as follows:***

#### ***a) Accountant General's Department (Treasury)***

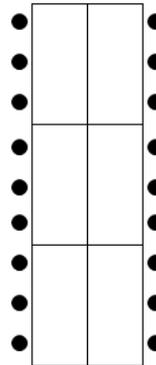
*A "Form A" must be collected from the Department of Finance. Cheques should be made payable to the Accountant General and paid at the Accountant General's Department and the receipt returned to the Department of Finance.*

# Conference Room Set up

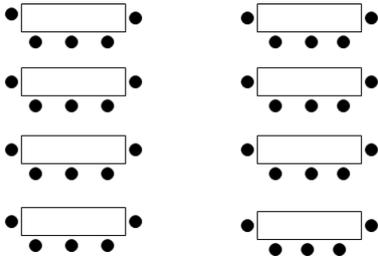
## "U" Shape



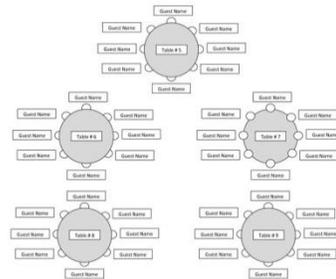
## Boardroom



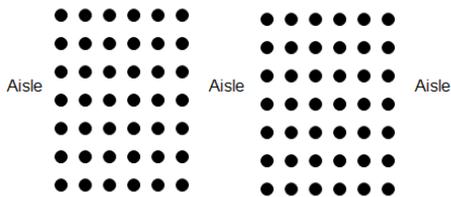
## Classroom



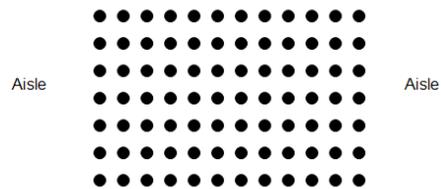
## Group Seating (Round Tables)



## Theatre (3 Aisles)



## Theatre (2 Aisles)



## Theatre (Centre Aisle)

