



ROOM RENTAL APPLICATION

Return this form via fax to (416) 498-3197, e-mail info@ccnm.edu or mail to: Student Services, CCNM | 1255 Sheppard Avenue East, Toronto, ON M2K 1E2

All room rentals are subject to approval. Please allow a minimum of two weeks for confirmation.

Name _____

Company _____

Address _____

Phone # _____ E-mail _____

EVENT INFORMATION					
Proposed course/event name:					
Proposed date(s):		Time of Event:			
Classroom(s) requested:					
Target audience (circle all that apply)	CCNM students	Naturopathic Doctors	Other Health Practitioners	General Public	Other
Anticipated # of participants		Anticipated cost to participants		\$	
*Do you require A/V or technical support?	Yes	No	<i>*On-site technical support is available for an additional fee of \$15 per hour.</i>		

IMPORTANT: A detailed course outline and CV/resume for each instructor must be submitted with each request.

ROOM CAPACITY AND RENTAL FEES				
<i>Please circle the room(s) and set up that you require below.</i>				
LOCATION	ROOM CAPACITY			HOURLY RATE
	Lecture Style	Practical	Lecture/Practical	
Classroom 1, 2, 3	40 people	12 tables	20 seats + 6 tables	\$75
Classroom 5	75 people	20 tables	30 seats + 10 tables	\$100
Classroom 4	140 people	Not available	Not available	\$150
Multipurpose Room	140 people	25 tables	70 seats + 12 tables	\$150
Lecture Theatre	200 people	Not available	Not available	\$180

TERMS AND CONDITIONS

- A one-hour set-up/tear-down/clean up charge (per day) will be added to each rental
- Special set-up requests will not be accepted
- Room rentals are not advertised through CCNM
- All rental fees are payable in full upon receipt of invoice, prior to the event
- Changes and/or cancellations are subject to a 10% charge
- CCNM is a fragrance-free environment
- Paid parking is enforced in CCNM's parking lot at all times.

I have read and understood the above.

Signature of requester _____ Date _____