



BOOKING YOUR MEETING ROOM

Determine your budget

Determine the date(s) and time(s) for your meeting(s)

If possible, select alternative date(s) and time(s) in case scheduling conflicts occur

How many people will be attending?

Review the Hart House Floorplans to see which arrangement meets your needs

- Cottage for up to 32 with buffet
- Cottage for up to 20 with plated seating
- Rosedale for up to 70 with Avalon buffet
- Rosedale for up to 80 with Avalon boardroom
- Avalon for up to 24

[Click Here to view floorplans for our meeting rooms](#)

ADDITIONAL NOTES



ADDITIONAL MEETING REQUIREMENTS

Will a lectern be needed?

Yes

No

What Audio/Visual equipment will be needed?

Microphones and speakers

Special lighting

Projection equipment

Audio and video recording

Other: _____

Are guest speakers needed?

Keynote speaker: _____

Emcee: _____

Entertainers: _____

Is Internet service required?

Yes

No

Do you have any materials (ie. name cards, meeting materials, decorations etc.) that you would like the Hart House staff to set up for you?

Yes

No



FOOD AND BEVERAGE REQUIREMENTS:

Will beverages need to be available throughout the meeting?

Yes

Coffee Tea Water Juice Soda

Other: _____

No

How many meals will need to be served?

Breakfast # of people: _____ time served: _____
menu choice: _____

Lunch # of people: _____ time served: _____
menu choice: _____

Dinner # of people: _____ time served: _____
menu choice: _____

AM Break # of people: _____ time served: _____
menu choice: _____

PM Break # of people: _____ time served: _____
menu choice: _____

Reception # of people: _____ time served: _____
menu choice: _____

Cocktail Party # of people: _____ time served: _____
menu choice: _____

MEETING MENUS

Continental Breakfast
Sandwich Luncheon
Pasta Lunch Buffet
Luncheon Buffet
Meeting Breaks
Finger Food
Plated Menus
Buffet Number One
Buffet Number Two
Buffet Number Three
The West Coast Buffet
Garden BBQ

[Click Here to view
detailed descriptions of
each meeting menu option](#)

Are there any special dietary requirements?

Yes

Name: _____ Instructions: _____

Name: _____ Instructions: _____

Name: _____ Instructions: _____

No

