



administré par / managed by:



50, blvd Maisonneuve  
Gatineau, Qc J8X 4H4

ORGANIZATION:

PHONE NUMBER:

NAME FOR BILLING AND ADDRESS:

COURRIEL:

TÉLÉPHONE:   
TÉLÉCOPIEUR:

CONTACT ON-SITE:

DATE OF EVENT:

SET-UP TIME:

STARTING TIME:

ENDING TIME:

TYPE OF EVENT:

NUMBER OF GUESTS:

BUDGET:

FOOD SERVICE	ROOM STYLE AND ACCESSORIES
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**DAY 1**

HOUR

BREAKFAST

AM BREAK

LUNCH

PM BREAK

OTHERS

PAUSE P.M.

- theater style
- School style of \_\_\_\_\_
- Conference style
- Round table of \_\_\_\_\_
- U style
- Hollow style
- Stage
- Head table of \_\_\_\_\_ persons
- Registration table of \_\_\_\_\_ persons
- Flipchart (\$) \_\_\_\_\_
- Podium
- Easel (\$) \_\_\_\_\_

NOTE

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OTHERS INFORMATION	AUDIO-VISUEL (✓)	NO <input type="checkbox"/>	YES <input type="checkbox"/>
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**Wifi**  
 Available  
 4\$ per person / minimum 10

- Telephone line \$125.00 +33,00\$ Installation fee
- Number of telephone line ( ) \_\_\_\_\_
- Screen (\$) \_\_\_\_\_
- Translation box (\$) \_\_\_\_\_
- Microphone (\$) \_\_\_\_\_
- Projector (\$) \_\_\_\_\_
- Internet line 125.00 (\$) \_\_\_\_\_ + 33.00\$ Installation fee
- ligne assignée \$275,00 + \$62,00 installation

**OTHERS DEMANDS**

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