



**CHRIST CHURCH
CATHEDRAL**
A Cathedral for the City

Room Booking Request Form

Please complete this form & email, fax or deliver it to the Cathedral Office, 930 Burdett Ave., Victoria, B.C. V8V 3G8, Tel: 250.383.2714, fax 250.383.2744 email: cccadmin@christchurchcathedral.bc.ca

Contact Details				
Contact:				
Organization:				
Postal Code:		Telephone:		
Fax:		Email:		
Date(s) Required:	Day of Week	Date(s)	Month(s)	Year
First Choice				
Second Choice				
Room Desired				
CNJ	Chapter Room	Kitchen	LC	
SMC	Gym	Nave	Deanery	
Anticipated Number of Attendees				
Start (am/pm)		Finish (am/pm)		
Arriving:		Departing:		

Room Layout

Boardroom	Y/N	Theatre	Y/N
U-shape	Y/N	Classroom	Y/N
Church service or concert	Y/N	Stand-up Reception	Y/N
Other (please specify)		Dinner/Luncheon	Y/N

Audio Visual Requirements					
Audio visual requirements					
Extension cord and power bar		Screen		Flipchart	
VCR/DVD & monitor <small>Please specify</small>		LCD Projector		Other (please specify)	
Additional Information					
<i>Please retain a copy of the completed form for your own records</i>					