

Canadian Museum of Rail travel - Cranbrook

*Royal Alexandra Hall*

## Booking Estimate Request Form

The preliminary information below is needed to assist in providing you with a written estimate, and does not commit you to a rental. Rates vary for time of day, day of the week, numbers of people, and type of event.

Request for: Day \_\_\_\_\_ Month \_\_\_\_\_ Year \_\_\_\_\_

Time: From \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

Number of People \_\_\_\_\_

Your Name \_\_\_\_\_

Last Name First Name Middle Initial

Name for billing purposes \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Province / State \_\_\_\_\_

Postal / Zip Code \_\_\_\_\_

Telephone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Fax: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

E-Mail: \_\_\_\_\_

Describe the Event(s) and the estimated start and finish times for each part

: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Rate category:**

Commercial Use (involves active sales of products, etc., in the room)

Private Use

Non-Profit Use (We normally require a non-profit society name and registration # for this rate)

**Food Services Request**  Yes  No  Plated  Buffet or:  Reception/Finger Food

Alcohol Beverage Service  Yes  No

Dance Area Needed:  Yes  No

Live Band  DJ  Other

Grand Piano Use  Yes  No (See separate application for use form)

Background Music and Microphone Use:  Yes  No

**Fax this form to the Canadian Museum of Rail Travel at 250-489-5744 or mail it to the Museum at Box 400, Cranbrook, BC, V1C 4H9. This does not commit you to a booking. processed.**