



安大略中醫學院
Ontario College
of Traditional
Chinese
Medicine

Room Rental Form

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

Please submit the form:

Email
toronto@octcm.com

Mail
Toronto Campus,
283 Spadina Avenue, 3rd Floor
Toronto, Ontario M5T 2E3

Name	Address		
<input type="text"/>	<input type="text"/>		
Company	<input type="text"/>		
<input type="text"/>	Primary Phone Number	Device Type	
	<input type="text"/>	<input type="text"/>	
	Email		
	<input type="text"/>		

Event Information

Proposed Course/Event Name

Proposed Date(s)	Event Start Time	Event End Time
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>		

Target Audience	If not listed	Attendee's Fee
<input type="text"/>	<input type="text"/>	<input type="text"/>

Room Capacity & Rental Fees

Rooms	Maximum Capacity	Square Footage	Hourly Rate	Daily Rate (Max. 8hrs)
Class Room 1	32 People	612 Ft	\$55	\$300
Class Room 2	20 People	370 Ft	\$30	\$250

Please Mark your room selection with an "X" in the grey column.

Terms & Conditions

- All rentals are subjected to 13% Tax, and payable in full upon receipt of invoice, prior to the event.
- Changes and/or Cancellations are subject to a 50% Charge.
- OCTCM is a Scent-Free Environment.
- 10% discount to long time rental.

I have read and understood the terms and condition outlined above.

Signature

Date