



MEETING ROOM INQUIRY FORM

COMFORT SUITES REGINA

Please email to Tayler Kiteley at gsm@comfordsuitesregina.com or Fax to 306-949-4001

COMPANY NAME:	CONTACT PERSON:
CONTACT ADDRESS:	CONTACT EMAIL AND PHONE:
MEETING ROOM STYLE REQUIRED: (Eg. Classroom, boardroom, theatre, etc.)	NUMBER OF PEOPLE ATTENDING:
START DATE AND TIME:	END DATE AND TIME:
OVERNIGHT GUEST ROOMS REQUIRED?	IF SO, HOW MANY AND WHICH DATES?
FOOD AND DRINKS REQUIRED: (ex. Coffee, tea, water, cookies, fruit, external catering, bring your own lunch, etc.)	ADDITIONAL COMMENTS:

OFFICE USE ONLY

RATE OFFERED:	RATE HELD UNTIL:
CONTRACT SENT:	CONTRACT RECEIVED: