Don Preston boardroom booking form

Your contact information

Name

First

Last

Pronouns

Ex: he/him, she/her, they/them

Phone

Email

Email

Confirm email

Organization/Company

Organizational status

? For-profit

? Non-profit

Library card number

Room bookings are available only to City Library cardholders. To get a free library card, please visit us in person with a photo ID and proof of address. Learn more about library cards and how to get one at nvcl.ca/librarycard.

Address

Address line 1

Address line 2

City/Town

Province

Postal code

Date

Bookings are only available for the next 30 days.

Date - first choice

Start time - first choice
Please note, the library is open 9 a.m. - 5 p.m. on Saturdays and 1 - 5 p.m. on Sundays. Ensure your preferred time is during open hours.
End time - first choice
Please note, the library is open 9 a.m. - 5 p.m. on Saturdays and 1 - 5 p.m. on Sundays. Ensure your preferred time is during open hours.
Date - second choice
Start time - second choice
Please note, the library is open 9 a.m. - 5 p.m. on Saturdays and 1 - 5 p.m. on Sundays. Ensure your preferred time is during open hours.
End time - second choice
Please note, the library is open 9 a.m. - 5 p.m. on Saturdays and 1 - 5 p.m. on Sundays. Ensure your preferred time is during open hours.

I would like to request the following audiovisual equipment

? Flat screen TV (customer supplies laptop)
? Whiteboard (whiteboard provided, customer supplies markers and eraser brush)
? Flipchart (flipchart stand provided, customer supplies flipchart paper and markers)

Other room set-up preferences or details?

Title of meeting/event (used for signage)

Please describe what activities will take place at your event
Examples might include, "training," "group discussion," "craft sale," etc.

Will you be serving refreshments? (customer responsible for any charges related to spills and/or damage)

? No

Confirmation and payment details

Once you click 'submit', your request will be reviewed by our staff, and we will contact you either to further clarify how we can assist you, or confirm your request as submitted. Once confirmed, an invoice will be prepared detailing your charges. Payment can be made by credit card, cheque or cash and is due at least 48 hours prior to your meeting. We again ask you to review our policies related to room bookings at North Vancouver City Library for answers to some of the most frequently asked

questions.

Contact information

Please feel free to contact us if you have any questions! Send an email to spaces@nvcl.ca or call 604-998-3497.

? I agree

I agree to all of the regulations and policies listed on our Meeting room rentals page.

Freedom of Information and Protection of Privacy Act Notice

The library is collecting your personal information in accordance with Section 26(c) of the Freedom of Information and Protection of Privacy Act. If you have any questions, please contact us at 120 14th St. West, North Vancouver, BC, V7M 1N9, or 604-998-3495 or privacy@nvcl.ca.