

TW | KW
**OFFICE SPACE RENTAL
REQUEST FORM**



Simply fill out this form, save and send a copy to Steph Marks at kwsocial@trilliumwest.com

WHO ARE YOU?
WHEN IS THE PARTY?
WHAT TIME IS IT HAPPENING?
PRE-GAME SET UP TIME?
HOW MANY PEEPS?

BRIEF DESCRIPTION OF EVENT:

DISCLAIMER:

1. PLEASE NOTE THAT THE RENTAL IS RESTRICTED TO THE OPEN AGENT ROOM ONLY – ALL OTHER MEETING ROOMS MUST BE ACCESSIBLE TO OTHER AGENTS, SHOULD THEY REQUIRE THEM.
2. WITH THE OFFICE SPACE RENTAL, IT IS IMPORTANT THAT YOU ARE PRESENT DURING THE DURATION OF THE EVENT. YOU ARE RESPONSIBLE FOR ALL CLEANING SERVICES ASSOCIATED WITH THE EVENT. PLEASE MAKE SURE ALL GARBAGE IS COLLECTED AND EMPTIED, DISHES ARE PUT AWAY AND FURNITURE IS MOVED BACK TO ITS APPROPRIATE SPACE.
3. PLEASE NOTE THAT THE OFFICE SPACE RENTAL DOES NOT INCLUDE THE USAGE OF THE BEER TAP. SHOULD YOU WISH TO SERVE ALCOHOL, PLEASE CONTACT ERIN AT EKNIGHT@TRILLIUMWEST.COM