

George Brown Boardroom Booking Form

Name of Group

Mailing Address

Contact Name(s)

Phone Number

Contact Email(s)

Number of Visitors

Preferred Visit Date

Optional Visit Date

Time of Arrival

Time of Departure

Special Requirements

Have you visited before?

Yes

No

How did you hear about us?

For more information call 306-787-5773 or email governmenthouse@gov.sk.ca.
Completed forms can be emailed to the above address.

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Clients must agree to the following conditions before the booking is confirmed:

- Max. attendance: 15
- Events hosted by the Lieutenant Governor or the Premier have priority over bookings and may necessitate cancellation of other events with minimal notice. Costs incurred due to the cancellation are the responsibility of the client.
- Client is to use a Government House approved caterer or Butler's Pantry (located on the main floor of Government House).
- Clients are responsible to contact and pay the caterer.
- Costs for security (commissionaires) outside of the regular working hours (8:00 a.m. – 4:30 p.m. weekdays, 10:00 a.m. – 4:00 p.m. weekends), will be charged directly to the client.
- Commissionaires must be present throughout the event including takedown/clean up.
- No advertising or display material may be affixed to any part of the interior or exterior of Government House.
- Any materials provided by the client for use at an event must be removed immediately following the event.
- Disposable service supplies are not permitted (trays, cups, cutlery...)
- Government House is not responsible for departmental or personal items that are lost, stolen, or damaged within Government House or on the grounds.
- Clients are liable for loss or damage incurred to furniture, fixtures, service supplies, the building, and the grounds of Government House during an event.
- The use of A/V equipment must be approved by the Executive Director of Government House and be obtained from a professional company.

I agree to the above conditions

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