



# NATIONAL ICT CENTRE

“Technology + You = Better Living”

Bourbon Street, Castries

Tel.: (758) 468 4977

Email: info.nictc@govt.lc

## Conference Room and Training Room Reservation Form

Name of Ministry/Organisation: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Event Title: \_\_\_\_\_

Purpose of Meeting: \_\_\_\_\_

Primary Contact name: \_\_\_\_\_

Primary Contact Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

Room(s) requested: \_\_\_\_\_

Date(s) requested: \_\_\_\_\_

Total hours: \_\_\_\_\_ Number of guests: \_\_\_\_\_ Reservation Hours: \_\_\_\_\_ to \_\_\_\_\_ (With set-up & clean-up)

Actual meeting time: \_\_\_\_\_ to \_\_\_\_\_

\$ \_\_\_\_\_ Room Use fee ( Cash  Check )

### DO YOU NEED:

Projection System       Interactive Whiteboard       Internet       Wi-Fi

Specialized Software: \_\_\_\_\_

Do you plan to serve snacks/food?  YES  NO

Conference room and Training room fees		
Institution Types	Unit Cost	
	Training Room (seating capacity 20)	Conference Room (seating capacity 30)
<b>Government Departments</b>	\$70 per day (local)	\$65 per day (local)
	USD\$70 per day (Overseas Sponsored)	USD\$65 per day (Overseas Sponsored)
<b>Corporate</b>	\$300 per day	\$150 per day
	\$200 a day if reserved for a week	
<b>Public Group</b>	\$120 per day	\$100 per day
	\$100 per day if reserved for a week	\$80 per day if reserved for a week
<b>Non-Profit Organization</b>	\$100.00 per day	\$75 per day

Signature: \_\_\_\_\_ Date: \_\_\_\_\_