

# Rental Request Form

Title of Event			
Event Date(s)			
Start Time		End Time	
# of Participants			

## Contact Information

Organization	
Contact Person	
Address	
Phone	
Email	

## Event Venue

- Fireplace lounge (Max. 120)
- Computer lab (Max. 14 plus one instructor)
- Meeting room (Max. 8)
- Classroom (Max. 20)

## Billing

Please make a cheque payable to NEC Native Education College.

**Please complete this Rental Request Form and fax to 604.873.9152. Upon receipt, NEC will contact you to confirm your booking.**

**For more information, please contact:**

Ron Wallace, *Maintenance Manager / Rentals*  
 NEC | Native Education College  
 285 East 5th Avenue | Vancouver, BC V5T 1H2  
 604.873.3772 | [rwallace@necvancouver.org](mailto:rwallace@necvancouver.org)