



# Room Booking & Event Application Information

Boucher Institute  
#330 - 435 Columbia St  
New Westminster, BC  
Canada  
V3L 5N8  
Phone: 604-777-9981  
Fax: 604-777-9982  
www.binm.org

Applicant Surname:  Applicant Given Name:

Select One:  Student  Faculty  Staff  Other\*

\* If this is a third party organization please list the organization name:

Event Title:

Event Topic/Purpose:

Presenter (if applicable):

Date (dd/mm/yy)  Event Time:

Preferred room/space to host event (select one):  Room 1  Room 2  Room 3  
 Room 4\*  Room 5  Room 6  
 Room 7  Boardroom  Student Lounge

\*Room 4 may not be booked at lunch hour except for Lunch and Learns through the Sponsorship Program

**Important:** third parties (e.g. presenters or organizations external to Boucher) must submit a certificate of insurance (COI) at least one week prior to an approved on-campus event.

The COI may be emailed to: [roombookings@binm.org](mailto:roombookings@binm.org) or faxed to: 604-777-9982.

Submit by Email