



安大略中醫學院
Ontario College
of Traditional
Chinese
Medicine

Room Rental Form

All room rentals are subject to availability and approval. Please allow a minimum of two weeks for confirmation.

Please submit the form:

Email
info@studytcm.ca

Mail
Toronto Campus,
283 Spadina Avenue, 3rd Floor
Toronto, Ontario M5T 2E3

Name	Address		
Company			
	Primary Phone Number	Device Type	
	Email		

Event Information

Proposed Course/Event Name		
Proposed Date(s)	Event Start Time	Event End Time
Target Audience	If not listed	Attendee's Fee

Room Capacity & Rental Fees

Please Mark your room selection with an "X" in the grey column.

Rooms	Theatre (No Table)	Classroom (Tables & Chairs)	Practical (Massage Beds Only)	Hourly Rate	Daily Rate (Max. 8hrs)
Class Room 1	50 People	30 People	10 Beds	\$50	\$250
Class Room 2	20 People	12 People	5 Beds	\$25	\$200

Terms & Conditions

- All rentals are subjected to 13% Tax, and payable in full upon receipt of invoice, prior to the event.
- Changes and/or Cancellations are subject to a 50% Charge.
- OCTCM is a Scent-Free Environment.
- 10% discount to long time rental.

Signature

☐ I have read and understood the terms and condition outlined above.

Date