



Please submit completed Form using one of the following methods:

- Fax to 474-7569
- Click the "Submit Form" Button below to send as an e-mail attachment
- Save file to your computer and e-mail as an attachment to: conference_catering@umanitoba.ca

Today's Date:

Contact Person:

Organization Name or Organization No.:

(If you have made a previous reservation, you will have been assigned an Organization Number, located in the top right corner of your previous order confirmation)

Organization Type: Non-Profit Government Educational Other

Address:

Phone: Fax: Email:

Payment: Cheque (payable to "University of Manitoba")

VISA MasterCard Number: Exp. Date:

(If you do not want to send this information electronically, call our office at 204-474-8336 to provide the particulars)

Date of Event: Time of Event: Number of People:

Room Requested (**[Click HERE for floor maps](#)**):

Type of Event or Setup (e.g. classroom, boardroom, banquet, etc.):

Audio/Visual Equipment Required:

Food and beverages can now be ordered using our online **CaterTrax** system.
The program is safe, secure and easy to use.

If you have never used the system before, **[CLICK HERE](#)** to begin.

If you already have an account setup with CaterTrax, **[CLICK HERE](#)** to place your order.

Special Requests:

A Conference and Catering Services Representative will contact you to confirm your room booking or discuss options if your choice of room is unavailable.



UNIVERSITY
OF MANITOBA

Conference &
Catering Services

Room 230 University Centre

Winnipeg, MB R3T 2N2

Phone: 204-474-8336

Fax: 204-474-7569

Email: conference_catering@umanitoba.ca

For Office Use Only

Rec'd.

Res. No.

Sep 2010