



## **2016 Meeting Space Rates & Regulations**

1. Call to book between 8:00am – 4:00pm Monday to Friday. Rental hours are 7 days a week from 9:00am – 9:00pm. After hours times will require a \$20 key deposit with unique alarm code.
2. Pre-payment and signed contract required for all bookings.
3. All bookings cancelled within 48 hours of the booked event are subject to \$20.00 cancellation fee.
4. Registered Non-Profit Societies or associations are eligible for a 50% discount on room rental rates.
5. If clean up is required by the Chamber following the event, an additional \$40.00 clean up fee will be charged.
6. Clients using the boardroom must please ensure:
  - All tables and chairs are returned to original configuration (board meeting style)
  - All tables to be wiped clear of crumbs, spills etc.
  - All garbage is disposed of in garbage bin outside
  - All Recycling is broken down and disposed of in recycling bin outside
  - All dishes are washed and set to dry

### **Large Boardroom**

\$50.00 minimum charge – up to 2 hours  
\$100.00 up to 4 hours  
\$150.00 full day over 4 hours

*Presentation Style Setup*  
36 people

*Classroom Style Setup*  
16 people

*Boardroom Style Setup*  
20 people

### **Small Boardroom**

**Accommodates up to 8 people**  
\$10.00 per hour - minimum 2 hour charge  
\$50.00 per full day

### **Business Services**

Large screen TV & WiFi  
2 white boards or 2 Flip Charts - No charge  
Multimedia Projector - No charge  
Photocopies - \$0.10 per copy  
Self Serve Coffee - \$12.50/pot (approx. 20 cups)

**All prices subject to change and subject to 5% GST**