

# **CONFERENCE ROOM PACKAGE**



# Information and Pricing

Book your meeting today in the Surrey Board of Trade Conference Room. As part of your membership, you have access to this professional, well-equipped and affordable space. With rates starting at \$200.00 plus tax, we can provide you with refreshments and the equipment needed to conduct a successful meeting.

### What's included?

Seating: 30 people

Equipment: 2 Large TV Screens that casts everything from the desktop using Wi-Fi.

Complimentary Wi-Fi
Kitchen Access included
Water and Coffee included
Free Parking
Professional Greeter for your guests
Conference Phone
Flip Chart/Pens
TV Monitor

#### Rates

Per Hour	Half Day (9 am - 12 pm) or (1 pm - 4 pm)	Full Day (9 am - 4 pm)	
\$100 plus GST	\$300 plus GST	\$600 plus GST	

If three consecutive rentals are booked within 6 months, you will receive a 10% discount off the total rental charges. If four or more rentals are booked within 6 months, you will receive a 15% discount.

# **Cancellation Policy**

Reservation of the Conference Room must be paid in full one-week prior to the reserved day. If we receive cancellation prior to one-week, there will be a \$50.00 re-booking/cancellation charge. Cancellations for conference room bookings will not be refunded. A booking is considered a commitment to pay.

Some exclusions apply.

Please fill out the following conference room agreement for rental confirmation. If you have any questions, please contact 604-581-7130.



inclusive | innovative | independent

## **CONFERENCE ROOM BOOKING AGREEMENT**

The Surrey Board of Trade a	agrees to re	nt the Confe	rence Room	າ to				
onthis rental is \$	_ , 202 plus GST.	110111	to _		THE COST TO			
Cancellation Policy Reservation of the conferer reserved day. If we receive rebooking/cancellation char- preceding the booked day,	cancellatior ge. If cance	n prior to one llation is rece	week, ther eived within	e will be	e a \$50.00			
It is agreed that the Surre cream at no additional co when vacating the confer and cleaned by SBOT staf	st. Any foo ence room.	d provided	by the rent	er will b	e disposed of			
PLEASE SIGN OR EMAIL ONE COPY BACK TO US.								
I understand and agree to	the above	conditions:						
SIGNATURE		DATE			-			
Please Print Name		Position						
Email	Phone		Fax					
Cost of Rentals Morning (9am-Noon) Afternoon (1:00pm-4:00pm All day (9:00am – 4:00pm)	m) )			\$3	00 plus GST			
Rentals per hour are \$100	nlus GST							