



# BOOK OUR BOARDROOM!

Looking for a space to hold your meeting, presentation, interview, training, seminar, workshop or conference call? Our convenient downtown location provides you with a quiet out-of-office workspace in a professional environment, with discounted rates for our members. Our boardroom can hold up to 15 people comfortably.

**Hours of availability:**  
**Monday to Thursday**  
**8:30 a.m. to 5 p.m.**  
**Friday**  
**8:30 a.m. to 12 p.m.**

## Member rates\*\*

Half-day (4 hrs): \$75\*  
Full-day (8 hrs): \$125\*  
Hourly rental: \$20  
Hourly rental: \$25\*

\*Full service: coffee, tea and water  
\*\*Rates do not include HST

**Members receive one hour for free per month!**

**Cancellation fee:**  
We require 24 hours notice for a cancellation. If not received there will be a 25 per cent charge of the total room rate.

## Non-Member rates\*\*

Half-day (4 hrs): \$100\*  
Full-day (8 hrs): \$150\*  
Hourly rental: \$25  
Hourly rental: \$30\*

\*Full service: coffee, tea and water  
\*\*Rates do not include HST

**Add-ons\*\*:**  
**Projector and screen: \$35**  
**Photocopies:**  
**10 cents for black and white**  
**30 cents for colour**  
\*\*Rates do not include HST

### The fine print:

- The meeting room may be used by Chamber members subject to availability on a first come, first serve basis.
- Unless preauthorized by Chamber staff, use of the facility is limited to once per month. The Chamber reserves the right to further restrict the use of the facility.
- All groups must check-in and out of the facility with a Chamber staff member.
- Use of the room must not interfere with the daily work of the Chamber staff.
- No entrance fee may be charged, nor may contributions be solicited.
- If additional food or refreshments are required, it must be provided by the renter along with any equipment or utensils needed. We can provide a list of member suppliers.
- The renter is responsible for setting up and taking down equipment and leaving the room in order. Any rearrangement or reconfiguration of the furniture or equipment must be preauthorized by Chamber staff.
- The room may be used only when a Chamber staff member is present in the facility and meetings must finish 15 minutes before closing.
- We are not responsible for any articles left in any part of our facility.
- Smoking and/or use of alcoholic beverages in the room is prohibited.

Contact Brenda Bemis, Office Manager at [admin@whitbychamber.org](mailto:admin@whitbychamber.org) to book today or fill in our online registration.

