

# 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.

## MAIL SERVICES

\$25 / month

Exclusive use of our corporate mailing address.

Add credibility and legitimacy to your business.

Maintain the safety and privacy of your home address.

### MEMBER RATES

Half day (3.75 hours): \$100

Full day (7.5 hours): \$175

Hourly rental: \$35

\*Full service: coffee, tea, water

\*\* Rates do not include HST

**MEMBERS  
RECEIVE ONE  
HOUR FREE  
PER MONTH**

Cancellation fee: We require 24 hours notice for a cancellation. If not received, there will be a \$10 fee assessed.

### NON-MEMBER RATES

Half day (3.75 hours): \$120

Full day (7.5 hours): \$220

Hourly rental: \$40

\*Full service: coffee, tea and water

\*\*Rates do not include HST

### ADD-ONS:

Projector and screen (included)

Photocopies:

Black & White: 5 cents

Colour: 10 cents

### Fine Print:

- **HOURS OF AVAILABILITY: 8:30 am - 4 pm**
- The meeting room may be used by Chamber members - subject to availability on a first come first serve basis
- The Chamber reserves the right to further restrict the use of the facility and are flexible in terms of timing
- 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
- 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
- Smoking and/or use of alcohol beverages in the room is prohibited

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

