

Our space, *your meeting.*

Book your meeting today in the Surrey & White Rock 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 \$100.00 plus tax, we can provide you with refreshments and the equipment needed to conduct a successful meeting.

What's included

- Seating for up to 30 people
- 2 large screens to share your presentations or connect remotely.
- Complimentary wi-fi
- Kitchen access
- Water and coffee service
- Free parking
- Professional greeter for your guests
- Flip chart/pens

Rates

- **Hourly:** \$100
- **Half Day** (9:00am - 12:00pm or 1:00 - 4:00pm): \$300
- **Full Day** (9:00am - 4:00pm): \$600

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. Please fill out the following conference room agreement for rental confirmation.



Please fill out *this form*:

The Surrey & White Rock Board of Trade agrees to rent the Conference Room to _____
on _____, 20____ from _____ to _____. The cost for this rental is \$ _____ plus GST.

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Agreement

It is agreed that the Surrey & White Rock Board of Trade will supply coffee, tea, sugar, and cream at no additional cost. Any food provided by the renter will be disposed of when vacating the conference room. Used mugs and glasses will be gathered and cleaned by SWRBOT staff.

Please sign and email a copy back to the Surrey & White Rock Board of Trade at info@swrbot.com

Name	Signature
Position	Date
Email	Phone

Rates

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- Full Day (9:00am - 4:00pm): \$600

Need help?

Tina Victoria

Administrative Officer

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