

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

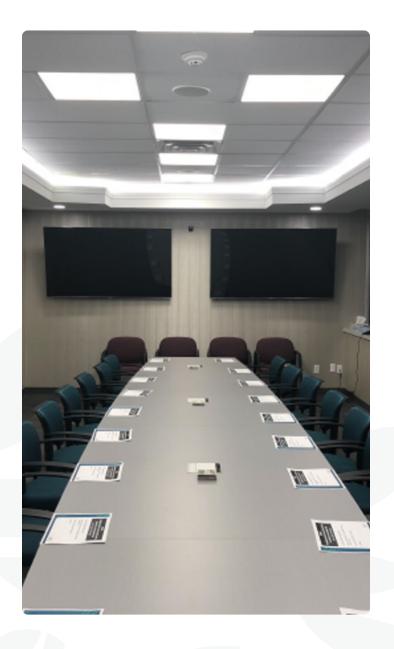
- Seating for up to 30 people
- 2 large screens to share your presentations or connect remotely.
- Complimentary wi-fi
- Kitchen access
- Water and coffee service
- Free parking
- Professional greeter for your guests
- Flip chart/pens

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.





Your voice for a thriving business community.

Please fill out this form:

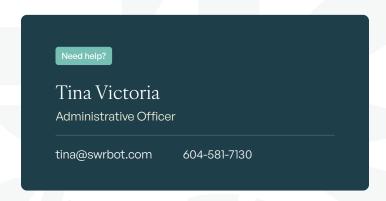
The Surrey & White Rock Board of Trade agrees to rent the Conference Room to					
on	, 20	from	to	The cost for this rental is \$	plus GST.
Cancellation policy	y.				
Reservation of the Conferen	ce Room must be	paid in full one	e-week prior t	o the reserved day. If we receive cancell	ation prior to one-
week, there will be a \$50.00 r	re-booking/cancell	ation charge.	Cancellation	s for conference room bookings will not	be refunded. A
booking is considered a com	ımitment to pay. Pl	ease fill out th	ne following o	onference room agreement for rental o	onfirmation.
Agreement					
It is agreed that the Surrey &	White Rock Board	of Trade will s	upply coffee,	tea, sugar, and cream at no additional c	ost. Any food
provided by the renter will be SWRBOT staff.	disposed of when	vacating the o	conference r	oom. Used mugs and glasses will be gat	hered and cleaned by
Please sign and email a copy	back to the Surrey	& White Rock	Board of Tra	de at info@swrbot.com	
Name			Sigr	ature	
Position			Date		

Phone

Rates

Email

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swrbot.com 604.581.7130 101-14439 104 Avenue Surrey, BC V3R 1M1