



MEETING ROOM RENTAL CHARGES

- Full Day (up to 10 hours) \$500 + 5% GST
- Half Day (up to 4 hours) \$300 + 5% GST
- Additional hours \$100 per hour + 5% GST

AUDIO-VISUAL AND OTHER EQUIPMENT

- White Board and Pens complimentary
- Conference Calling Phone complimentary
- Wireless Internet Access complimentary
- HDMI Cable complimentary
- 60" Flat Screen Television complimentary – please contact us for compatibility questions
- Flipchart with paper (50 pages) \$30 per paper pad + 5% GST
- Flipchart stand only (no paper) complimentary

FOOD AND BEVERAGE OPTIONS (must be confirmed at least 3 days prior to meeting)

- Coffee AND Tea \$3.50 per person per serving + 5% GST
- Assorted Pastries \$30 per dozen + 5% GST (Options: Cookies / Danish / Muffins)
- Cans of pop \$20 per dozen + 5% GST (Choose one type of pop per dozen)
- Plate Service* \$30 + 5% GST for each fifteen (15) plates setting (glasses, plates & cutlery)
- Carmana Plaza Bottled Water Complimentary

* You may bring in your own caterers and food/beverage; however, be advised that fees will be applied if caterer/booker is not providing plate service (see charges above).

ABOVE RATES QUOTED AND BOOKING POLICIES ARE SUBJECT TO CHANGE WITHOUT NOTICE – PRICES CONFIRMED AT TIME OF BOOKING



LAST UPDATE: February 16, 2018

Carmana Plaza

1128 Alberni Street, Vancouver, BC, Canada V6E 4R6

Tel: 604-683-1399 | Fax: 604-683-1391 | Reservations Toll Free: 1-877-686-9988 | www.carmanaplaza.com



AVAILABLE LAY-OUTS

Our meeting room is a blank slate – below are a few lay-outs we’ve done in the past (we do not have round tables or additional break-out rooms). Maximum capacities are based on the set-up required. For booking procedures/policies and viewing the meeting space, please contact your account manager or send an e-mail to sales@carmanaplaza.com (direct line: 604-629-4919).



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MEETING ROOM RENTAL POLICIES

- To hold the meeting room, a third party credit card authorization form must be provided. **The rental charges along with any food & beverage items requested will be charged at 9 am, 3 days prior to the meeting.**
- You may cancel the meeting room rental and any food & beverage requests without any penalty IF the cancellation request is received prior to the charges being made. If a cancellation is requested after the charges have been applied, then you will forfeit the full amount that has been paid.
- The meeting room may be booked between 8 am - 10 pm only, and items cannot be stored in the meeting room overnight even for multiple-day bookings.
- The booker must provide Carmana Plaza a main contact and/or facilitator contact that will be available for the duration of the meeting.
- HDMI cables provided must be returned at the end of the meeting; otherwise, charges will apply.
- You may bring your own food/beverages and hire a caterer of your choosing; however, cooking of food is not allowed in the meeting room. Please note that catering items left behind must be retrieved within 24 hours of the meeting end; otherwise, these items will be discarded.
- All perishable items left in the meeting room the will be discarded unless pre-arranged otherwise.
- The Carmana Plaza is not responsible for any lost or stolen item(s) and/or any items that are left behind.
- Items being shipped to Carmana Plaza for use in the meeting room are subject to our "Storage Policy": up to 2 items that have a maximum weight of 23 kg (50 lbs.) each with a maximum linear dimension per luggage must be 158 cm (62 in). Be advised that front office will be unable to receive parcels that do not meet this criterion.
- Excessive noise, liquor consumption, smoking, candles (and other flammable items) are not permitted in the meeting room and adjacent areas.
- The booker and their attendees are restricted to use of the meeting room and its foyer area. Loitering in the adjacent gym and hallways is not allowed.
- Application of materials on walls or alteration/tampering or of any items in the space (i.e. artwork, electrical components, walls etc.) is strictly prohibited.
- The booker is responsible for their guests' behaviour while they are on the premises. If the booker and/or their guests deliberately, negligently, or innocently violate any of the above terms & conditions, the meeting will be immediately cancelled, any payments made forfeited and may result in punitive action by Carmana Plaza.



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