



Half Day fee is **\$300** + GST (up to 4 hours)

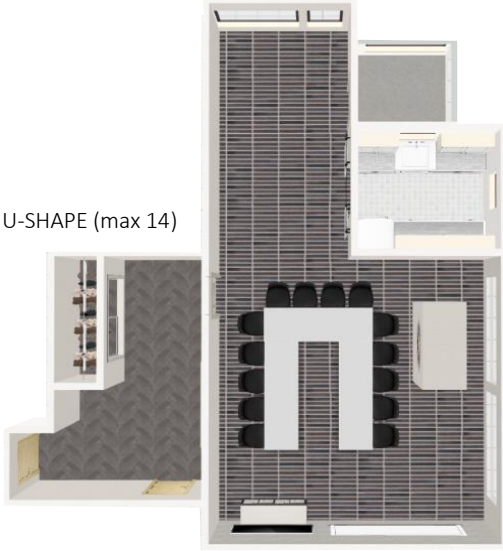
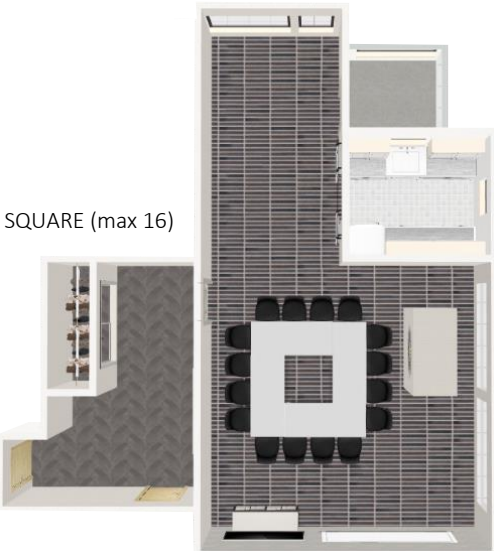
Full Day fee is **\$500** + GST (up to 10 hours)

meeting room rentals have a 4-hour minimum, with additional hours at \$100 per hour + GST



# OUR MEETING ROOM IS A BLANK SLATE

Below are a few lay outs that we've done in the past (we do not have round tables or additional break-out rooms)



For booking procedures/policies and viewing the meeting space, please contact the Sales Team:  
sales@carmanaplaza.com | 604-629-4919

## INCLUDED IN YOUR RENTAL FEE

Carmana Plaza Bottled Water | White Board & Pens  
Wi Fi access | HDMI cable to connect laptop to 60" Flat Screen Television

## ADDITIONAL OPTIONS

Flipchart with paper (50 pages)	\$30 per paper pad plus 5% GST
Nespresso Coffee Capsules	\$20 per 10 capsules plus 5% GST
Tea Service	\$20 per 10 tea bags plus 5% GST
Cans of Pop	\$20 per dozen plus 5% GST
Assorted Cookies	\$30 per dozen plus 5% GST
Assorted Muffins	\$30 per dozen plus 5% GST
Plate Service (15 settings)	\$30 plus 5% GST (includes glasses, plates & cutlery)



If you would like more food & beverage options, **URBAN FARE** has a great selection of sandwiches, wraps & more, OR feel free to bring in your own caterers as well; however, fees will be applied if plate service is requested.

## MEETING ROOM RENTAL POLICIES

**PAYMENT:** To secure the meeting room, a third-party credit card authorization form must be completed. The rental charges along with any food & beverage items requested will be **charged at 9 am, 3 days prior to the meeting.**

**CANCELLATION:** You may cancel the meeting room rental and any food & beverage requests without any penalty IF the cancellation request is received **prior to the payment being charged.** If a cancellation is requested after the charges have been applied, then you will forfeit the full amount that has been paid.

### **FOOD AND BEVERAGE:**

- You may bring your own food/beverages or hire a caterer; however, cooking of food, liquor consumption and other flammable items (candles, propane, BBQ etc.) is not allowed in the meeting room and adjacent areas.
- 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 will be discarded unless pre-arranged otherwise.

**PARCELS AND SHIPMENTS:** Our front office will only receive up to 2 parcels that have a maximum weight of 23 kg (50 lbs.) each, and with a maximum linear dimension of 158 cm (62 in) per parcel. **Items that do not meet these criteria will be refused.**

### **MEETING ROOM USAGE:**

- The meeting room may be booked between **8 am - 10 pm ONLY.**
- Items cannot be stored in the meeting room overnight, even for multiple-day bookings.
- The booker must provide 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.
- 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 and their attendees are restricted to use of the meeting room and its foyer area. Excessive noise and loitering in the adjacent gym and hallways are not allowed.
- The booker and/or facilitator is responsible for their guests' behaviour while 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.
- The Carmana Plaza is not responsible for any lost or stolen item(s) and/or any items that are left behind.