



Room Bookings

at

SIGN on Broadway

345 Broadway Street West, Yorkton SK

May 2024



Booking your meeting room

- ◆ Meeting rooms are booked through the Building Manager, SIGN on Broadway:

Marlene Markham

Telephone 306-783-9425

Email m.markham@signyorkton.ca

- ◆ Details about the meeting rooms, including capacity and amenities, can be found at www.signyorkton.ca/room-rentals.
- ◆ To avoid disappointment, please book your meeting room well in advance of the meeting date. Our spaces are limited and are booked up quickly.
- ◆ The Meeting Room Rental Information sheet is attached. It provides prices for the meeting rooms and some of the food/beverages we can provide and the cost. We are always willing to try and accommodate our renters' needs provided we are given enough notice. Food and beverages can be brought in.
- ◆ Please state if lunch is required, if there are any dietary restrictions, and approximate number of people attending. You will be contacted closer to the date for final numbers.
- ◆ Parking is available in the east parking lot. All meeting attendees must enter the building through the front doors facing Broadway Street. All other entrance doors are locked.
- ◆ We appreciate your co-operation! Enjoy your meeting.



Meeting Room Rentals

Group: _____
 How do you want your meeting posted on the directory in the lobby?

Contact: _____ Date of event: _____
 Phone: _____ Start time: _____
 Email: _____ End time: _____
 Number attending: _____

Billing info: _____

Meeting rooms:	Half day		Full day	
	Price	Availability	Price	Availability
Regency Room	\$200.00		\$325.00	
Dominion Room	\$105.00	n/a	\$175.00	n/a
Boardroom	\$65.00		\$100.00	
Victoria Room	\$30.00	n/a	\$50.00	n/a

Item	Cost	#	Total
12 cups coffee	\$12.00		
12 cups tea	\$10.00		
1 doz muffins or donuts	\$15.00		
1 doz cookies	\$8.00		
Soft drink, juice box, bottled water	\$1.00		
Yogurt	\$1.00		
Granola bar	\$1.00		

Audiovisual equipment:	Price	Summary
Flip chart	\$5.00	Room
LCD projector	\$25.00	Equip.
Screen package	\$5.00	Other

Total room/equipment: + Total food:
 = Grand total:

Meals ordered by SIGN will include a 20% charge for ordering and gratuities
Food prices are subject to change without notice.

Set Up: *Example: U shape, boardroom, chairs only, classroom, etc.*

We require **24 hours notice of cancellation**. One-half cost of room rental will be charged if not provided.
 All prices are subject to change. Prices do not include GST. This is not an invoice.