



# **Room Booking Procedures and Protocols at SIGN on Broadway**

**May 2022**



## 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](mailto:m.markham@signyorkton.ca)**
- ◆ 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/beverages can be brought in but lunch buffets are not allowed at this time. All food must be individually portioned.
- ◆ 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.



## Meeting room screening

- ◆ Parking is available in the East parking lot. All meeting attendees will enter the building at the front doors facing Broadway Street. All other doors are locked and entrance will not be permitted.
- ◆ All meeting attendees are requested to self monitor and stay home if they are feeling unwell.
- ◆ Hand sanitizing stations are located near each meeting room. Please encourage frequent use. Frequent handwashing for at least 20 seconds is also recommended.
- ◆ Encourage attendees to utilize sanitizing wipes provided in washrooms to wipe all touch points (flush, tap and door handles, counter, light switch, etc.) to reduce the chance of transfer between users.
- ◆ 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: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Number attending: \_\_\_\_\_

Date of event: \_\_\_\_\_  
 Start time: \_\_\_\_\_  
 End time: \_\_\_\_\_

Billing info: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Meeting rooms:	Half day	Full day
Regency Room	\$175.00	\$300.00
Dominion Room	\$80.00	\$150.00
Boardroom	\$40.00	\$75.00
Victoria Room	\$30.00	\$50.00

Item	Cost	#	Total
12 cups coffee	\$10.00		
12 cups tea	\$8.00		
1 doz muffins or donuts	\$12.00		
1 doz cookies	\$1.00		
Soft drink, juice box, bottled water	\$1.00		
Yogurt	\$1.00		
Granola bar	\$0.50		

Audiovisual equipment:	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.