



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	
<i>SIGN on Broadway lower level:</i>				
Regency Room	\$200.00		\$325.00	
Dominion Room	\$105.00		\$175.00	
Boardroom	\$65.00		\$100.00	
Victoria Room	\$30.00		\$50.00	
<i>Triple P Learning Centre:</i>				
Queensland Room	\$105.00		\$175.00	
Sanders Room	\$65.00		\$100.00	

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		
Total food:			

Audiovisual equipment:	Cost	#	Total
Flip chart	\$5.00		
LCD projector	\$25.00		
Screen package	\$5.00		

Total room/equipment:

Other charges (if applicable):

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.