

AN IDEAL VANCOUVER-BASED FACILITY FOR YOUR NEXT BUSINESS MEETING.

Small Business BC is housed within a prominent Vancouver heritage building and offers a choice of four meeting rooms. Our office is centrally located at Waterfront Station where the Skytrain's Canada, Expo and Millennium lines, the Seabus and the West Coast Express meet.

GASTOWN ROOM

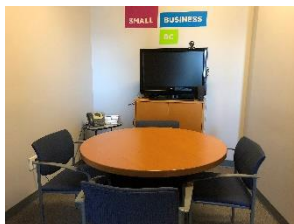
Gastown	20 x 28	Full Day	\$600
Classroom Setup	24	Half Day	\$400
Theatre Setup	38	Hourly	n/a

ARBUTUS ROOM

Arbutus	15 x 16	Full Day	\$300
Boardroom Setup	8	Half Day	\$200
Theatre Setup	12	Hourly	\$80

CYPRESS ROOM

Cypress	11 x 12	Full Day	\$150
Boardroom Setup	5	Half Day	\$90
		Hourly	\$45

MAPLE ROOM

Maple	7 x 10	Full Day	\$120
Boardroom Setup	4	Half Day	\$80
		Hourly	\$40

Please note for all quoted room rates:

- Half day rates are based on 9am – 1pm **or** 1pm – 5pm bookings.
- Our office is open weekdays from 9am – 5pm. Additional charges apply for evenings and weekends.
- Contact us for non-profit rates.



CONFERENCE & MEETING ROOMS

ROOM INCLUSIONS

All meeting room bookings come with:

	Gastown	Arbutus	Cypress	Maple
Setup of space, layout of material	✓	✓	✓	✓
Internet Access (wired and wireless)	✓	✓	✓	✓
Computer	✓	✓	✓	✓
Flip charts, white boards, and markers	✓	✓	✓	✓
Telephone		✓	✓	✓
TV Screen		✓	✓	✓
LCD projector and screen	✓			
Printing services	\$0.15/page			
Webinar and teleconference technology	Rates start at \$100. Please contact us for more information			

ADDITIONAL INFORMATION

Outside Food and Drinks

We welcome outside catering, however the booking organization is responsible for all catering for the event. Small Business BC can recommend caterers upon request.

Fee Payments

Your room rental booking is confirmed when we receive your full fee payment, made by credit card (MasterCard or VISA), debit, or cash in advance. Room booking dates and times are non-transferable.

Cancellations

All cancellations must be submitted by email. You will receive a 50% refund if your cancellation is received 10 business days before your booking. No refunds will be issued for cancellations received less than 10 days prior to your booking.

Contact our Education Centre team below to find out more about availability and pricing.

CONTACT

LEO CHOW

604-775-5086 | chow.leo@smallbusinessbc.ca

