

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

Small Business BC offers room rentals in downtown Vancouver directly connected to multiple transit lines. We have a variety of spaces to rent, from meeting rooms, to seminar rooms, to a lobby area that can act as a flex-space.

### GASTOWN ROOM



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

### ARBUTUS ROOM



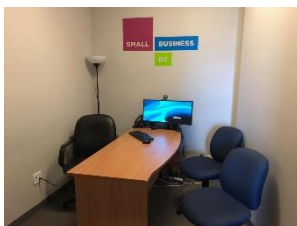
<b>Arbutus</b>	<b>15' x 16'</b>	<b>Full Day</b>	<b>\$250</b>
Boardroom Setup	8	<b>Half Day</b>	<b>\$160</b>
Theatre Setup	12	<b>Hourly</b>	<b>\$50</b>

### HEMLOCK ROOM



<b>Hemlock</b>	<b>8' x 11'</b>	<b>Full Day</b>	<b>\$120</b>
Boardroom Setup	4	<b>Half Day</b>	<b>\$80</b>
		<b>Hourly</b>	<b>\$35</b>

### MAPLE ROOM



<b>Maple</b>	<b>7' x 11'</b>	<b>Full Day</b>	<b>\$120</b>
Boardroom Setup	3	<b>Half Day</b>	<b>\$80</b>
		<b>Hourly</b>	<b>\$35</b>

### SBBC HUB



<b>SBBC Hub</b>	<b>21' x 35'</b>	Pricing available by request	
Open Space Setup	50		
Theatre Setup	35		

**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. 15% off subject to approval at time of booking.

**ROOM INCLUSIONS**

All meeting room bookings come with:

	<b>Gastown</b>	<b>Arbutus</b>	<b>Hemlock</b>	<b>Maple</b>
Setup of space, layout of material	✓	✓	✓	✓
WiFi access	✓	✓	✓	✓
Computer, connected to:	✓	✓	✓	✓
- LCD projector and screen	✓			
- TV Screen		✓		
- Monitor			✓	✓
Telephone (available upon request)	✓	✓	✓	✓
Flip charts, white boards, and markers (available upon request)	✓	✓	✓	✓
Printing services	\$0.15/page			
Webinar and teleconferencing technology	Rates start at \$100. Please contact us for more information			

**ADDITIONAL INFORMATION****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.

**Outside Food and Drinks**

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

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

**CONTACT****LEO CHOW**604-775-5086 | [chow.leo@smallbusinessbc.ca](mailto:chow.leo@smallbusinessbc.ca)

Last Updated: August 12, 2019 | All times are Pacific Standard Time (PST) | Page 2 of 2