



BOARDROOM RENTAL RESERVATION FORM

Booking Date: _____ Number of Attendees: _____

Start Time: _____ End Time: _____

Company Name: _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Contact Name: _____

Phone Number: _____ Email: _____

Credit Card number: _____

Card Expiry Date: _____ CVV: _____

Credit Card Holder Name: _____

Signature of Card Holder: _____

HAZEL McCALLION ROOM:

(Maximum number of people are indicated in the parentheses)

- Boardroom (20)
- Classroom (20)
- Hollow Square (20)
- Reception (40)
- Theatre (30)
- U-Shape (18)

PEEL ROOM:

- Boardroom (8)
- Classroom (6)
- Theatre (12)

MISSISSAUGA ROOM:

- Boardroom (8)
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BOARDROOM RENTAL RESERVATION FORM

	HAZEL McCALLION ROOM		PEEL ROOM		MISSISSAUGA ROOM	
	MEMBER	NON-MEMBER	MEMBER	NON-MEMBER	MEMBER	NON-MEMBER
Half Day: 9:00 a.m.-12:00 p.m. 1:00 p.m.- 4:00 p.m.	\$ 150	\$ 225	\$ 125	\$ 175	\$ 125	\$ 175
Full Day: 9:00 a.m. - 4:00 p.m.	\$ 275	\$ 375	\$ 175	\$ 225	\$ 175	\$ 225

ADD-ON Options:

- Early 8:00 a.m. Start: \$50.00
- Late 5:00 p.m. Finish: \$50.00
- Technician charges: \$75.00 per hour*
- Coffee/Tea: \$1.75 per person
- Pop/Bottled Water: \$2.00
- HST 13% extra

Rental Includes:

- WiFi-access
- Digital Projector
- Parking free up to 2 hours. There is a flat rate of \$5.00 **payable by cash or credit card** (*American Express cards are not accepted*)

Terms & Conditions:

- A credit number is required to hold the booking
- Room rentals are not confirmed until contract has been returned and MBOT has approved the reservation
- Cancellations should be received at least 30 business days in advance to avoid full room charges
- *All virtual meetings require an MBOT Technician

Please complete and return this application in person or by email to info@mbot.com

Signature: _____

Date: _____