



Meeting Room Rental Rates & Policies



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Supporting Quality, Building Capacity

Book your next meeting today!

Meeting Room Rental Rates

Alberta Resource Centre for Quality Enhancement now has meeting rooms available for booking. Currently we have 2 rooms.

Large Meeting Room (training room style)

Seating Capacity: 35—40

Rates : \$150.00 a day / \$100.00 half day



Our Large Meeting Room measures 20' X 25' and includes tables and chairs that accommodates seating for 35-40 people. Many of our workshops and seminars are held

in this room. Please view Additional Resources for additional

costs and items which are included in rental fee.



Small Meeting Room (boardroom style)

Seating Capacity: 15—20

Rates: \$125.00 a day / \$75.00 half day



Our Small Meeting Room measures 12' X 25' and includes a large table and chairs that can accommodate seating for 15-20 people. This layout is an excellent setting for intimate meetings and seminars. Please view Additional Resources for additional costs and items which are included in rental fee.

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Additional Resources

Information Technology & Audio/Visual

Daily Rates for renting additional resources are as follows:

- ◆ Television (with stand) and VCR \$10.00
- ◆ Flip chart, easel and markers \$10.00
- ◆ LCD Projector \$25.00
- ◆ Whiteboard / markers and eraser (included in room rental fees)

Equipment

- ◆ Specific requirements for additional resources/ equipment must be confirmed at the time of booking.

Catering

- ◆ Outside catering may be brought into either contracted meeting space. ARCQE will not however provide arrangements for catering services. The client is responsible for ordering, setup and removal & clean up of catered items.
- ◆ If catering arrangements are made for your meeting/ seminar, we ask that you please notify the administrator at the time of booking, so caterers can be directed to meeting space upon arrival.
- ◆ Please note: We do not provide food or coffee for the Boardroom rentals. All kitchen items are reserved for ARCQE staff members only. Coffee/Tea may be brought in by those booking the space if desired.

Damage Policy

- ◆ All organizations booking space are responsible for any damages to ARCQE's property incurred while renting a meeting room.

Booking Information

How to Book a Meeting Room

1. You can either contact the ARCQE administrator at (780)-421-4930 or visit our web site at www.arcqe.ca to download the "Meeting Room Booking Form" on the ARCQE home page.
2. Have date(s) and time ready so that the room availability can be checked. Please note room availability is on a first come first serve basis.
3. The following information is necessary when booking for a meeting room: Your name, organization, billing address, phone number, and necessary audio/visual requirements.
4. Room bookings are scheduled in either a half day or full day basis, and are only available Monday to Friday from 9:00am to 5:00pm.

Deposit Policy

- ◆ At the time of booking, a 50% deposit (of the total billing) is requested to secure the booked meeting space. Should cancellation occur without minimum requested 48 hour notice, the deposit will be retained in lieu of insufficient cancellation notice. Payment can be made either by cheque, interact or credit card.
- ◆ The balance of fees owing are to be paid within 15 days of the room rental service.
- ◆ A fee of \$25.00 will be incurred for any NSF charges issued.

Cancellation Policy

- ◆ Cancellations must be made 48 hours prior to your event, to receive a full refund of the initial 50% holding deposit.