



MEETING ROOMS & DAY OFFICES



401 Bay Centre Reception

Meeting Rooms & Day Offices
in a professional office setting



Queen Meeting Room (6 people)



Day Office—Furnished with Phone / Internet

- Meeting equipment provided
- Coffee, Tea, Filtered Water service
- Catering
- Video & Audio Conferencing



Bay Boardroom (12 people)



Toronto Room (30 people)



MEETING ROOMS & DAY OFFICES

	LAYOUT	CAPACITY		HOURLY	1/2 DAY	DAY				
DAY OFFICE	Office	1	Client Rates	\$28	\$95	\$185				
			Guest Rates	\$35	\$125	\$225				
MEETING ROOM 1606	Boardroom	6	Client Rates	\$28	\$95	\$185				
			Guest Rates	\$35	\$125	\$225				
QUEEN ROOM	Boardroom	6	Client Rates	\$32	\$115	\$205				
			Guest Rates	\$45	\$165	\$275				
TORONTO ROOM (1/2 EVENT ROOM WITH PARTITION)	Boardroom	10	Client Rates	\$32	\$115	\$215				
			Guest Rates	\$45	\$165	\$275				
BAY BOARDROOM	Boardroom	12	Client Rates	\$45	\$165	\$275				
			Guest Rates	\$55	\$195	\$325				
TORONTO EVENT ROOM	Boardroom	28	} Client Rates	\$55	\$195	\$325				
	Table Groups	30								
	Theatre	28					Guest Rates	\$65	\$225	\$399
	Classroom	28								

*Half Day is 4 hours; full day is 8 hours

*After hours surcharges may apply.

*Cancellation Charge Within 24 hours 100%. Within 3 days 25%.

FREQUENT USER DISCOUNT

2 Days per Month	20% DISCOUNT
4 Days per Month	30% DISCOUNT
6 Days per Month	40% DISCOUNT

Total includes all meeting rooms and day offices used each month.

DAY OFFICE EQUIPMENT

Desk, guest chairs, high speed internet and telephone

MEETING EQUIPMENT & SERVICES

Lectern, Internet, Pad Board, White Board	Complimentary
Projector	Complimentary
Webcast & Audio Conferencing	Upon Request
Video Conference	Upon Request
Catering & Meeting Administration	Upon Request

*Updated November, 2011

Rates Subject to Change