



### Meeting Room Information

Room	Capacity/Description	Rate
<i>NW Conference room with sofas</i>	3-12 people; reconfigurable sofas and table	\$55/hr \$440 all day
<i>NW Conference room with tables &amp; chairs</i>	2-10 people; reconfigurable tables and chairs	\$35/hr \$280 all day
<i>SW Conference room</i>	temporarily unavailable	
<i>Open Space</i>	4 to 40 people; reconfigurable tables and chairs, sofas. Weekends only.	\$75/hr, 3 hr minimum \$600/day

**Cancellation policy** is 8 days.

Includes:

great natural light, secure wifi, on-site kitchenette w/refrigerator + microwave, restrooms, automatic espresso machine, filtered water, mints, staffed front desk, unlimited local calls

Does not include:

- Catering: Please call us for catering recommendations. For a 20% fee, we can arrange for you. Or tell us in advance and you can bring in any caterer.
- Copy/print/fax/scan
- Extra space to work outside meeting room
- Break rooms

Available A/V on-site:

LCD or DLP projector

Projection screen

Flipcharts/pens

TV/DVD player

Polycomm phone

Video conferencing, web casting, etc. can be arranged by souk and charged to client at market rates.