



## Meeting Room Information

Room	Capacity/Description	Rate*
<i>SW Conference</i>	10-12 people; couches, low central table, foot stools, free standing chairs	\$55/hour \$440 all day
<i>NW Conference</i>	8-10 people; reconfigurable tables and chairs	\$35/hour \$280 all day
<i>Back Conference</i>	8-10 people; reconfigurable tables and chairs	\$35/hour \$280 all day
<i>Open Space</i>	15-100 depending; set up flexible and upon request	From \$75/hour From \$600 all day

\*Weekend rate increases, cleaning fees and/or set up fees may apply.

**Cancellation policy** is 8 business days.

### Includes:

great natural light, secure wifi, access to Canon color copier/printer, fax, scan, on-site kitchenette w/ refrigerator + microwave, restrooms, automatic espresso machine, bottled water, mints, staffed front desk, unl. local calls

### Does not include:

- Catering: Please call us for catering recommendations. For a 20% fee, we can arrange for you. souk strongly recommends box lunches or going out to one of the great local restaurants by foot.
- Copy/print/page
- Snack Baskets: souk can make up sinful or wholesome baskets for your size group.
- Extra Space for meeting point person 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

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