

Meeting Centre Information



Meeting Room Capacity Chart

Rooms	Size	Theatre	Classroom	Boardroom
1	17' x 20'	20	12	12
2	34' x 20'	50	20	22
3	49' x 20'	75	30	30
Boardroom				30

Meeting Room Rates

Space	Half Day Member/Non	Day Rate Member/Non	Evening Member & Non	Weekend Member & Non
1 Room (17' x 20')	\$60 / \$100	\$120 / \$160	\$150	\$200
2 Rooms (34' x 20')	\$120 / \$160	\$220 / \$260	\$250	\$290
3 Rooms (49' x 20')	\$180 / \$220	\$320 / \$360	\$350	\$390
Lawson Boardroom	\$175 /	\$325 /		

Guarantees

Plans for major functions should be made at least two (2) weeks in advance of the scheduled date to ensure availability. During the initial booking, the Meeting Room Coordinator will need to know the time, date, and approximate number of those attending the meeting. It is necessary to submit to the Coordinator the guaranteed number of people no later than 48 hours prior to the event.

Gratuities and Tax

HST will be applied to room rental, equipment rental, and attendant fee. Food & beverages charges are subject to HST and 15% gratuity.

Cancellations

Should it be necessary to cancel your event, please inform the Meeting Room Coordinator directly. If you must cancel after the specified date on the contract (48 hours prior to date) a late cancellation fee will apply.

Contact

Wendy Mills, Meeting Centre Coordinator
 Phone: 519-432-7551 x25, Fax: 519-432-8063, email: wendy@londonchamber.com