



# MEETING CENTRE

Discover the perfect blend of comfort and versatility at the London Chamber of Commerce Meeting Centre, conveniently located in downtown London. Our meeting spaces are designed to provide you with the ideal environment for successful and productive gatherings.

Silvia Rodriguez Palacios  
Event Manager  
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Whether you're planning an intimate discussion or a larger gathering, the London Chamber of Commerce Meeting Centre has the perfect solution. Our venue offers versatile spaces that can be tailored to meet your specific needs.

## THE MEETING ROOMS (Canada Life Room, Scotiabank Room, and McCormick Room)

Choose from our selection of rooms tailored for small, intimate groups. Perfect for team meetings, brainstorming sessions, or collaborative work.

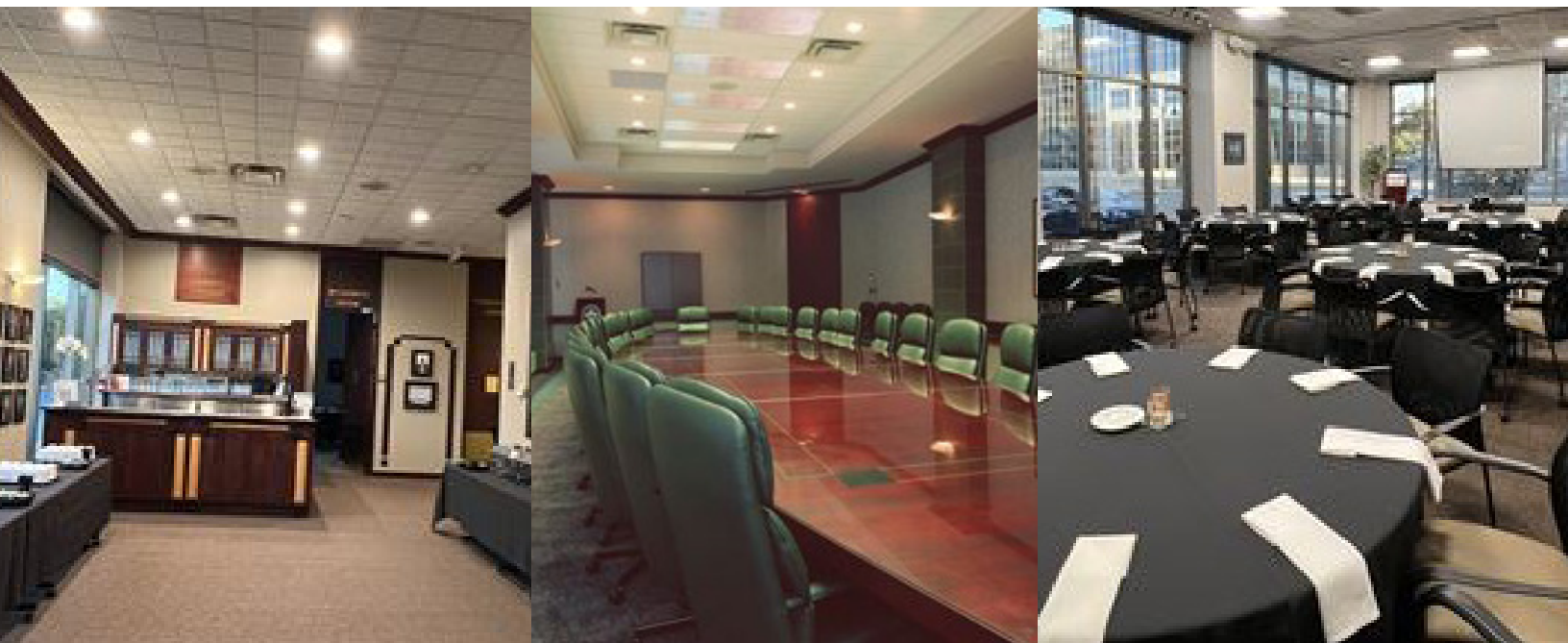
With three rooms that can be combined into a theatre-style layout, our venue can host up to 70 people. Alternatively, you can use individual rooms for smaller, informal gatherings, ensuring flexibility for various event sizes. Our rooms are ideal for a variety of events, including meetings, interviews, mediations, and arbitrations.

## THE LABATT LOUNGE

As you enter our Meeting Centre, you will see the the Labatt Lounge. The Labatt Lounge is thoughtfully designed to be suitable for various occasions, be it networking events, post-meeting gatherings, or celebrations. It's the perfect setting for both business and pleasure. The Meeting Centre is fully licensed, and liquor service may be offered by a professionally trained employee upon request.

## THE LAWSON BOARDROOM

The Honourable Ray and Helen Lawson Boardroom offers a professional setting for presentations and meetings. This premiere boardroom offers a professional setting that is sure to leave a lasting impression. With a spacious layout, the Lawson Boardroom can accommodate up to 30 individuals. It's the ideal space for presentations, meetings, and discussions where every attendee can engage comfortably.



## Meeting Room Capacity

Rooms	Size	Theatre	Classroom	Boardroom
1	17' x 20'	20	12	12
2	34' x 20'	50	20	22
3	34' x 20'	70	30	30
Boardroom				30

## Meeting Room Rates

Space	Member	Non-Member
1 Room (17' x 20')	\$180	\$250
2 Rooms (34' x 20')	\$290	\$360
3 Rooms (49' x 20')	\$450	\$520
Lawson Boardroom	\$420	\$490
Entire Facility	\$800	\$870

### Note

The room rental rate is up to 8 hours. For room rental after 05:00 PM, additional fees may apply.

## AV Equipment

Item	Cost
Projector	\$75
Microphone	Complimentary
Laptop	\$50
Clicker for presentations	Complimentary
Video Conference Equipment	\$150
TC 55"	\$75

## Food & Beverage

Item	Cost
<b>Breakfast</b>	
Continental Breakfast (Assorted breads, fruit, jam, butter, coffee & tea)	\$12.21
Wrap Breakfast (Egg, bacon, green pepper, onion, and cheddar cheese wrap served with roasted potatoes and sauces, orange juice, coffee & tea)	\$16.70
Hot Breakfast (Three cheeses and ham frittata, croissant, fruit salad, fries and bacon, juice, coffee & tea)	\$18.75
<b>A la carte</b>	
Yogurt Parfait (Vanilla yogurt with banana, blueberries, strawberries, topped with granola)	\$6.20
Pastry Tray	\$5.20
Fruit Tray	\$4.95
Vegetable Tray	\$4.95
Cheese Tray with fruit	\$6.65
<b>Soft Drinks</b>	
Ice water (Jug) in all rooms	Complimentary
Fresh brewed coffee & tea (Serves 10 people)	\$15.50
Individual pop / juice	\$3.00
<b>Lunches</b>	
Lunch #1 (Meat or vegetable lasagna, salad, baguette, and brownie)	\$16.45
Lunch #2 (Breaded chicken, pasta, tomato sauce, salad, baguette, and cookies)	\$17.65
Lunch #3 (Deli sandwiches and wraps, salad, and cookies)	\$17.45
Lunch #4 (Meat or vegetable Chilli, tortilla chips, sauces, salad, and cookies)	\$12.95
Lunch #5 (Teriyaki chicken stir fry, Vegetables, bean sprouts, rice, salad, and brownie)	\$16.20

<b>Alcohol Drinks</b>	
Domestic Labatt Beer (Budweiser, Bud Light)	\$6.50 (Glass)
Imported Labatt Beer (Corona, Stella Artois)	\$7.00 (Glass)
House Wine (Jackson Triggs)	\$7.00 (Glass)

**Notes:**

All catering items require a minimum of 10 people. All Rooms come with complimentary Wi-Fi.

**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 Event Manager will need to know the time, date, and approximate number of those attending the meeting. It is necessary to submit to the Event Manager 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**

If the client cancels the use of the facility as outlined in this contract, both the room rental and food charges shall remain due and payable to the London Chamber of Commerce to compensate for loss of revenue in connection with the use of the facility. The cancellation policy will apply as described below.

- 2 Weeks Before – 50% of Quote
- 1 Week Before – 75% of Quote
- 2 Days Before - 100% of Quote

**Contact**

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