

The Maritime Labour Centre



AUDITORIUM

	Time Window	Price/Session
Day Session	8am – 4pm	\$1000
Evening Session	5pm – 1am	\$1500
Day + Evening Session	8am – 1am	\$2000

***500 Guests Maximum*

Coffee + Tea Service: \$80 CAD per 50 guests

Projector/Screen: \$75 CAD per session

Bar Service: Please call for details

Fully equipped PA system + microphones available free of charge as part of the booking. Please notify in advance if needed.

BOARDROOMS

	Capacity	Price/Session
Boardroom 1	50 Guests	\$250
Boardroom 2	15 Guests	\$200
Boardroom 3	50 Guests	\$250
Boardroom 5*	20 Guests	\$200
Boardroom 6*	30 Guests	\$200
Boardroom 7*	30 Guests	\$200
Boardroom 5&6*	50 Guests	\$300
Boardroom 6&7*	50 Guests	\$300
Boardroom 5&6&7*	70 Guests	\$400

**Boardrooms 5,6,7 are part of the main auditorium and can be partitioned*

INVOICING

Invoice for the venue rental will be provided at the time of booking

PAYMENT

- GST charges apply
- The Auditorium requires \$500 at the time of booking to guarantee the booking and remainder one (1) week prior to the day of the event
- Payment by cheque only

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- Cheques can be mailed or dropped off in person
- CANCELLATIONS accepted up to two (2) weeks prior to day of event or full charge applies

NOTES

- Venue rental timings can be flexible as per availability
- Chairs and tables are provided as part of the venue rental and will be arranged in the venue as per your seating style requirement prior to the event
- Movable Stage included in the Auditorium
- Audio equipment/podium/flip chart boards/kitchen usage/storage space available on request as per availability
- Coffee, Tea, Bar Service can be provided at an additional charge as per your requirement
- Our Auditorium can be divided into two large parts - main part with high ceiling and breakout rooms part. The breakout rooms part consists of 4 small board rooms that can be partitioned into individual boardrooms - 4, 5, 6, 7. Boardroom 4 is used as a storage room and Boardroom 5, 6 and 7 are operational.

INVENTORY IN HOUSE

Step Ladders: 2 (6ft and 10ft)

Chairs: 450

Big Round Tables: 30

Small Round Tables: 05 (48" in diameter)

Rectangular Tables: 40 (8ft x 30 in)