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# MEETING CENTRE



**Silvia Rodriguez Palacios**  
Event Manager  
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# Where Business Meets Opportunity: London Chamber of Commerce Meeting Centre.

Discover the perfect blend of comfort and versatility at the London Chamber of Commerce Meeting Centre, conveniently located in downtown London.

**With three rooms (*Canada Life Room, Scotiabank Room, and McCormick Room*) that can be combined into a theatre-style layout, our venue can host up to 65 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.



# One Meeting Room.



Capacity - 17' x 20'

Theatre	Classroom	Boardroom	U Shape
18	8	12	8

Rate

Member	Future Member
\$180	\$250

The room rental rate covers up to 8 hours. Additional fees may apply for rentals after 5:00 PM.

# Two Meeting Rooms.



U-shape style

Capacity - 34' x 20'

Theatre	Classroom	Boardroom	U-shape
40	16	20	16

## Rate

Member	Future Member
\$290	\$360

The room rental rate covers up to 8 hours. Additional fees may apply for rentals after 5:00 PM.

# Three Meeting Rooms.



Capacity - 49' x 20'

Theatre	Classroom	Boardroom	U-shape
65	30	24	20

Rate

Member	Future Member
\$450	\$520

The room rental rate covers up to 8 hours. Additional fees may apply for rentals after 5:00 PM.

# Lawson Boardroom



The Honourable Ray and Helen Lawson Boardroom offers a professional setting for presentations and meetings. 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.

**Capacity - 30 people**

**Rate**

<b>Member</b>	<b>Future Member</b>
<b>\$420</b>	<b>\$490</b>

The room rental rate covers up to 8 hours. Additional fees may apply for rentals after 5:00 PM.

# 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.

## Entire Facility Rate

Member	Future Member
\$800	\$870

The room rental rate covers up to 8 hours. Additional fees may apply for rentals after 5:00 PM.

## AV Equipment

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

## Food & Beverage - Breakfast

Item	Cost
Continental Breakfast (Assorted breads, fruit, jam, butter, coffee & tea)	\$13.00
Wrap Breakfast (Egg, bacon, green pepper, onion, and cheddar cheese wrap served with roasted potatoes and sauces, orange juice, coffee & tea)	\$15.00
Hot Breakfast (Three cheeses and ham frittata, croissant, fruit salad, fries and bacon, juice, coffee & tea)	\$17.00



## Food & Beverage - Lunches, Soft Drinks, and more

<b>Item</b>	<b>Cost</b>
<b>A LA CARTE</b>	
Yogurt Parfait (Vanilla yogurt with banana, blueberries, strawberries, topped with granola)	\$6.50
Pastry Tray	\$5.95
Fruit Tray	\$5.25
Vegetable Tray	\$5.25
Cheese Tray with fruit	\$7.00
<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

## Food & Beverage - Lunches, Soft Drinks, and more

<b>Item</b>	<b>Cost</b>
<b>LUNCH</b>	
Lunch #1 (Meat or vegetable lasagna, salad, baguette, and brownie)	\$17.00
Lunch #2 (Breaded chicken, pasta, tomato sauce, salad, baguette, and cookies)	\$18.00
Lunch #3 (Deli sandwiches and wraps, salad, and cookies)	\$15.00
Lunch #4 (Meat or vegetable Chilli, tortilla chips, sauces, salad, and cookies)	\$16.00
Lunch #5 (Teriyaki chicken stir fry, Vegetables, bean sprouts, rice, salad, and brownie)	\$17.00
<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**

Silvia Rodriguez Palacios, Event Manager

519-432-7551 ext.33

[silvia@londonchamber.com](mailto:silvia@londonchamber.com)

**THANK YOU FOR  
CONSIDERING US.**

**WE LOOK FORWARD  
TO HOSTING YOUR  
NEXT SUCCESSFUL  
MEETING.**



L O N D O N  
**CHAMBER**  
— OF COMMERCE —