

Meeting Room Capacity According to Setup

Room	Sq. Feet	Classroom	Theatre Reception	Banquet Rounds of 8 people	Half Rounds of 6 people	Hollow Squares	Boardroom	U-Shape	Reception
Waterloo	700	24	40	48	36	24	18	18	50
Cambridge	700	24	40	48	36	24	18	18	50
Combined	1400	54	80	96	72	48	42	36	100

Meeting Rooms Available

Cambridge Room	700 sq. feet	\$275.00	26' x 26'
Waterloo Room	700 sq. feet	\$275.00	26' x 26'
Combined (Cambridge & Waterloo)	1400 sq. feet	\$500.00	52' x 26'

Meeting Room Setup Includes:

- ❖ White Linen and Skirting
- ❖ Ice Water
- ❖ Note Pad and Pen
- ❖ Mints / Candy
- ❖ Sanitizing wipes
- ❖ Complimentary Flipchart and Markers
- ❖ Complimentary Podium, Screen, Extension Cords / Power Bars

A/V Equipment Available Upon Request

- ❖ LCD Projector - \$35.00 per day rental
- ❖ Speaker Phone - \$25.00 per day rental
- ❖ Wired Microphone and Stand - \$75.00 per day rental
- ❖ Wireless / Lapel Microphone - \$85.00 per day rental
- ❖ Speaker System - \$55.00 per day rental
- ❖ Mixer Board - \$35.00 per day rental