



Policies & General Information

Executive Catering

All prices are subject to change

Any and all food/beverages to be provided by *Meetings by Tangerine*. No outside food/ beverages will be permitted. Please see attached menu.

We will do our best to accommodate special orders, dietary requirements or requested wines and liquors subject to pricing schedule.

All food and beverage is subject to a 15% gratuity, 5% GST and 6% PST

To maintain food safety guidelines, any and all food is to be disposed of after the event. Food is not available to package nor may it be removed from the premises.

Rates

Boardroom

This space accommodates up to 16 people.

Bookings are available as either full or half days. Bookings that exceed four (4) hours will be considered a full day and will be billed at a rate \$250. Bookings that are four (4) hours or less will be billed at the half day rate of \$150.

Rental includes:

- Unlimited spa water. Additional food and beverage service is available subject to pricing schedule.
- Unrestricted use of the Wi-Fi, television, speakers, and HDMI cable. Hookups are available for PCs. Please advise us of any additional requirements you may have and we will do our best to accommodate you. (Please note: Apple Products are not available for hook-up yet)
- Instant access to a dedicated concierge.

Breakout Room

Use of the breakout room is available at an additional rate of \$75 per day or \$50 per half day.

Meetings by Tangerine does not allow the use of scotch tape, nails, staples or strong tape for displaying materials on the walls.

Meetings by Tangerine cannot be responsible for personal property or equipment of any kind brought into the meeting space.

Deposit

A deposit equal to 50 percent of the room rental will be required to secure your booking. All deposits are non-refundable.

Cancellation

Deposits are non-refundable in the event of a cancellation

Cancellations 72 hours or less prior to the event are subject to full payment of the room rental fee.