



Exclusive Benefit for TCA Members –

As part of your membership benefits, TCA allows you to book one of our rooms to host your next meeting / workshop or seminar. Please read below for our meeting room descriptions and booking policy.

Room: Heritage Training Room (Richmond Hill Location)

Max Capacity: 40 people classroom style
60 people auditorium style

Included: Free WI-FI
Projection Screen (please note projector rental is not included)

Optional: Smart Board Rental - \$100.00 plus HST (Signed waiver, credit card required)
Projector Rental - \$50.00 plus HST

Room Fee: \$150.00 per day (Set Up and Clean Up fee)

Room: Richmond Meeting Room (Richmond Hill Location)

Max Capacity: 6 people

Included: Projection Screen (please note projector rental is not included)

Optional: Projector Rental - \$50.00 plus HST

Room: Executive Boardroom (Richmond Hill Location)

Max Capacity: 15 people

Included: Projection Screen (please note projector rental is not included)

Optional: Projector Rental - \$50.00 plus HST

Room: Skyline Boardroom (Richmond Hill Location)

Max Capacity: 15 people

Included: Projection Screen (available by request only at time of booking; projection rental not included)

Optional: Projector Rental - \$50.00 plus HST

Room: Toronto Meeting Room (Richmond Hill Location)

Max Capacity: 3 people

Room: Think Tank (Richmond Hill Location)

Max Capacity: 4 people (please note this room is ideal for informal meetings; soft seating)

Included: Computer and Screen (you will need to bring files on a USB key)

Room: MCA Training Room (Mississauga Location)

Max Capacity: 40 people classroom style

Included: Projection Screen (please note projector rental is not included)

Optional: Projector Rental - \$50.00 plus HST

Room Fee: \$150.00 per day (Set Up and Clean Up fee)

Additional Services

Please note you can order unlimited tea or coffee at an additional flat charge of \$25.00 plus HST per day.

Please note bookings are accepted on a first come, first serve basis and are subject to a maximum number of bookings per company, per year. For those rooms that have a "Room Fee" your booking is guaranteed only upon receiving payment in full. A cancellation fee of \$75.00 will apply if your cancellation is not received at least 48 hours prior to your booking.

Ready to book a room or have questions please contact:

Barbara Mirsky (**Richmond Hill Location**) 416-499-4000 ext. 4101 / email: bmirsky@tccaconnect.com

Andrew Guo (**Mississauga Location**) 905-567-1077 ext. 4221 / email: aguo@tccaconnect.com