



## 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. **PLEASE NOTE: Our capacity limits have changed please see below for new capacity limits. Also please note that masks will be required.** Thank you for your cooperation.

**Room: Heritage Training Room** (Richmond Hill Location)

Max Capacity: 20 people classroom 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: 3 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: 7 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: 7 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: 2 people

**Room: Think Tank** (Richmond Hill Location)

Max Capacity: 3 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: Innovation Centre** (Richmond Hill)

Max Capacity: 20 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 tea / coffee is currently not available.**

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](mailto:bmirsky@tccaconnect.com)