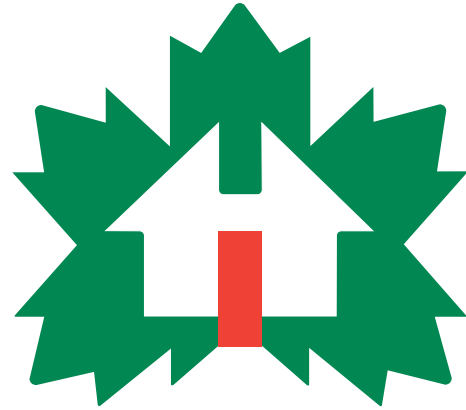


Regina & Region
Home Builders'
Association



MEETING ROOM BOOKING PACKAGE

1801 MACKAY STREET - 2ND FLOOR

*THE RRHBA MEETING ROOM IS IDEAL FOR BUSINESS MEETINGS & LUNCHEONS,
PROFESSIONAL DEVELOPMENT & TEAM BUILDING SESSIONS, PRESENTATIONS, LECTURES, & OTHER
GATHERINGS REQUIRING A CASUAL YET WELL-EQUIPPED AND PROFESSIONAL SPACE.*



RENTAL DETAILS...



The Room

- 600sq. ft. of flexible space
- Natural daylight
- The space accommodates gatherings in size from 6-56 people depending on setup
- Our staff looks after the basic room setup (tables, chairs) so that you can focus on your meeting

The Building

- Onstreet Parking
- Washrooms adjacent to the meeting room
- Meeting room is on the 2nd Floor - not wheelchair accessible

Booking Availability

Bookings are available from Monday to Friday from 8am to 5pm.

Booking Rates

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 of \$250. Bookings that are four (4) hours or less will be billed at the half day rate of \$150.

RRHBA Members: As a member benefit a member of the RRHBA, you may book the meeting room for your meetings/gatherings at no charge for the room rental.

Setup Fee: (this applies to all bookings)

- Full Day - \$50/day
- Half Day - \$25/half day

Cancellation

\$50 deposit is 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.

Rental Includes

Unlimited access to hot/cold water cooler. Additional food and beverage service is available subject to pricing schedule.

Unrestricted use of the Wi-Fi, 85" television, speakers and HDMI cable, webcam for Teams & Zoom. Hookups are available for PC's and Apple. There is a speaker system with wireless and lapel mic available. Please advise us of any additional equipment requirements you may have and we will do our best to accommodate you.

Event Support Items: Flipchart, Markers, Easel

Policies

The RRHBA does not allow the use of scotch tape, nails, staples or strong tape for displaying materials on the walls, there is cork boards available on the walls.

The RRHBA cannot be responsible for personal property or equipment of any kind brought into the meeting space.

Food & Beverage Services

- Food & Beverage Services are available inquire at the time of booking.
- Food & Beverage orders need to be in 48 hours in advance of the meeting.
- Prices subject to change and applicable to GST and PST.
- Renters are welcome to make food arrangements with external caterers.

Contact Information

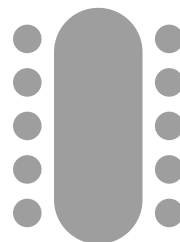
Jason Christbason
Ph #: (306)546-5226
j.christbason@reginahomebuilders.com

Lynn Walkington
Ph #: (306)546-5223
l.walkington@reginahomebuilders.com

ROOM SETUP...

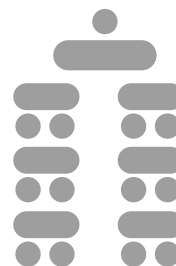


BOARDROOM



SEATS 8 - 24

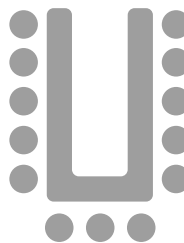
CLASSROOM



SEATS 6 - 36

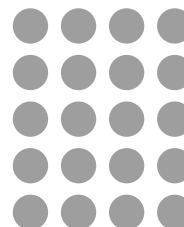


U-SHAPED



SEATS 12 - 24

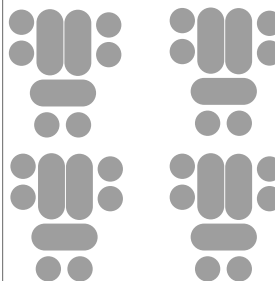
THEATRE



SEATS 8 - 56



PODS



SEATS 6 - 30

LARGE GROUP



SEATS 30 - 46

4ft plastic rectangle tables are used for setup

BOOKING FORM...



Company: _____

Contact: _____

Address: _____

City: _____

Province: _____

Postal Code: _____

Phone: _____

Email*: _____

Date Required: _____

Time Required: _____

Audio/Video Requirements: _____

Room Rental:

Full Day : \$250 + GST

Half Day: \$150 + GST

RRHBA Member - No Charge

Room Setup:

Boardroom

Classroom

U-Shaped

Theatre

Pods

Large Group

Seating For: _____

Setup Fee: *(applies to all bookings)*

Full Day - \$50/day

Half Day - \$25/half day

Food & Beverage Requirements:

- **Attendance:** We require 48 hours advance notice of the number of guests attending your gathering to ensure we have the setup completed for your arrival.
- **Method of Payment:** We require a \$50 of the room rental as the deposit to secure the room for your date. The remaining charges will be put on provided credit card following the meeting. Deposits are non-refundable.

**Completed Booking Form can be emailed to Lynn at
l.walkington@reginahomebuilders.com**

Payment Information

Amount: \$ _____

Visa / Mastercard

Credit Card Number: _____

Expiry Date: _____

Name of Card Holder: _____

Signature of Card Holder: _____

Date: _____