



Policies

Enjoy the exceptional cuisine and the freshly roasted coffee offered through TechTown Café. Whether you select from our suggested in house menu or have a menu designed to suit your needs, TechTown Café staff will deliver outstanding food and service.

Services we can provide for you include:

- Catering
- Menu Planning
- Service Personnel
- China & Linen Rentals
- Bar Service
- Celebration Cakes
(custom design available)
- BBQ's

Ordering Policies

- We request a minimum of 48 hours notice for most orders.
- 10 business days for evening service.
- 21 business days for liquor permits, and large events.
- All leftover food must remain on premises due to health and safety reasons.
- We do our best to accommodate all requests and are pleased to arrange custom orders.
- Deposit of 25% of total event cost required at time of confirmation by credit card, cash or cheque.
- Balance due same day on receipt of services
- Credit terms - Net 15 days upon credit check and approval.

Cancellation Policies

- 5 business days for full deposit refund
- 3-4 business days' prior- you will be charge 50% of total event cost.
- 2 business days- you will be charged 100% of the total event cost.

Other Policies

Cleaning

Renters are responsible for any damages that occur to the boardroom or equipment inside the boardroom. They are to avoid using anything that might stain, scratch or mar the surfaces such as nails, push pins, tacks, staples, or tape.

Smoking

No smoking is allowed in TechTown or on the TechTown Café patio. Guests that request to smoke should be directed to the outside area behind the building.



Rates, Room Capacity and Amenities

Catering Hours: Monday - Friday 7:30am - 6:00pm

Room Capacity

Room Size: 30' x 19'

Capacity: 30 chairs, 6 tables

Amenities:

Lighting: Fluorescent overheads, pot lights on dimmers for projection

Phone: 1 digital phone, with speaker phone. Only compatible with Samsung accessories or plug ins.

Microphone: No

Projector: NRC- no sound

Screen size: 96" w x 68" h

Wireless LAN Card NWL-100a

5 pin serial port

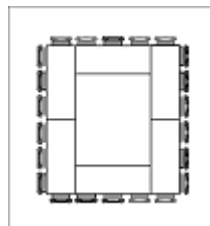
Whiteboard: 4'x8', with markers

RATES AND FEES	
½ day	57.50
Full Day	\$97.50
Evening	\$55
Cleaning surcharge (if any spillage)	\$35
China plates & rentals (min 12 people)	\$29.95
Linens	\$15 each

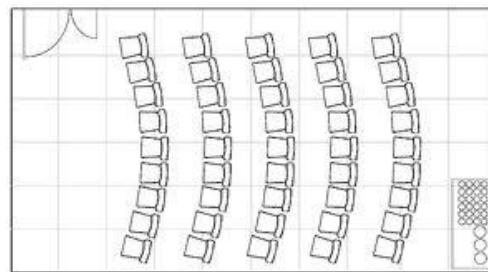
Room Setup Options



Classroom



Conference



Theatre style

Please indicate setup option 48 hours prior.

Access to Boardroom

Access to the TechTown Boardroom is permitted through the use of a key card. Access Cards are available at the Front Desk of the Columbia Lake Health Club.

Access Cards are picked up prior to the rental and returned afterwards. Cards not returned will be charged a fee of \$25.

Parking

Guests of TechTown are permitted to park free of charge in the parking lots located beside and behind the TechTown facility.