



# Boardroom Rental FAQ

## When is the boardroom available to book?

Reservations are available from Monday through Thursday, 9 a.m. to 4 p.m. for up to 2 hours. Bookings are first come, first served and subject to availability.

## How do I book?

Please email [info@oakvillechamber.com](mailto:info@oakvillechamber.com) with your request. Kindly provide the date and time as well as the number of attendees.

## Where is the boardroom?

Our boardroom is located in the ACE Coworking space at 295 Robinson St. Please check in with us at our office, 295 Robinson St. Suite 201, prior to your booking.

## What is the boardroom capacity?

The boardroom capacity is 10 people.

## Is coffee and tea included?

You may bring in your own coffee, tea and food for your meeting. We do not provide food or drink.

## Where can I park?

Please allow extra time to find parking prior to your booking. Free parking is available on the residential streets south of Lakeshore Road (up to 2 hours) and there are paid parking lots throughout the Downtown area.

To save time, download the [\*\*HONK App\*\*](#) and create your account beforehand.

## What is your cancellation policy?

If you need to cancel or reschedule your booking, kindly provide as much notice as you can. **There is no charge to cancel your booking.** If you're unwell, please do not come into our office. The health of our members is a priority and we will be happy to reschedule your meeting to another day.

## Terms & Conditions

Use of the boardroom is available for meetings only. Members may not use the boardroom for events (free or paid).