



SOUFRIERE COMMUNITY ACCESS CENTRE

“Technology + You = Better Living

Old Palmiste Road, Soufriere

Tel.: (758) 459-5869

Email: info.soufrierecac@govt.lc

Conference Room and Training Room Reservation Form

Name of Ministry/Organisation: _____

Telephone: _____ Fax: _____

Event Title: _____

Purpose of Meeting: _____

Primary Contact name: _____

Primary Contact Number: _____ E-mail: _____

Room(s) requested: _____

Date(s) requested: _____

Total hours: _____ Number of guests: _____ Reservation Hours: _____ to _____ (With set-up & clean-up)

Actual meeting time: _____ to _____

\$ _____ Room Use fee (Cash Check)

DO YOU NEED:

Projection System Interactive Whiteboard Internet Wi-Fi

Specialized Software: _____

Do you plan to serve snacks/food? YES NO

Conference room and Training room fees		
Institution Types	Unit Cost	
	Training Room (seating capacity 20)	Conference Room (seating capacity 30)
Government Departments	\$70 per day (local)	\$65 per day (local)
	USD\$70 per day (Overseas Sponsored)	USD\$65 per day (Overseas Sponsored)
Corporate	\$300 per day	\$150 per day
	\$200 a day if reserved for a week	
Public Group	\$120 per day	\$100 per day
	\$100 per day if reserved for a week	\$80 per day if reserved for a week
Non-Profit Organization	\$100.00 per day	\$75 per day



SOUFRIERE COMMUNITY ACCESS CENTRE

“Technology + You = Better Living

Old Palmiste Road, Soufriere

Tel.: (758) 459-5869

Email: info.soufrierecac@govt.lc

Signature: _____ **Date:** _____