

Meeting Room Rental



Contact **Sabrina Rossi** at **617-649-1334** or at **srossi@bcae.org** for more information!



Conference space

CONFERENCE SPACE | \$95/hour*

Capacity:

- Up to 92 people theatre-style
- Up to 50 people at square tables
- Up to 35 people classroom/conference-style

LARGE MEETING ROOM | \$75/hour*

Capacity:

- Up to 36 people theatre-style
- Up to 32 people at square tables
- Up to 26 people classroom/conference-style



Ruboy Room/Board Room

BOARD ROOM | \$65/hour*

Capacity:

- Up to 20 people theatre-style
- Up to 12 people classroom/conference-style

SMALLER BREAKOUT ROOMS | \$55/hour* (4 available rooms)

Capacity:

- Up to 15 people theatre-style
- Up to 12 people classroom/conference-style

***3-hour minimum per contract**

ALL MEETING ROOM RENTALS INCLUDE: folding chairs, 5.5'x2.5' tables, whiteboards, flipchart easels (*flipchart pads not included*), setup and breakdown of BCAE equipment, free Wi-Fi access throughout the building

ADDITIONAL AMENITIES:

- Projector & screen (*on request*) - \$30/day
- Amp & 3 hand-held microphones (*on request*) - \$30/day
- Outside catering delivery is allowed for any meeting room rental



Thermador kitchen

KITCHEN RENTALS | \$1,200 per kitchen (4 hour rental)

ALL KITCHEN RENTALS INCLUDE:

- Use of kitchen, tables, chairs, and all BCAE kitchen equipment
 - *If you're interested in scheduling a private cooking class or tasting, please see our Cooking Classes/Team-Building Events sheet!*



Computer lab

COMPUTER LAB | \$95/hour (3 hour minimum)

Capacity:

- Holds up to 15 people at PC computer stations.

COMPUTER LAB RENTAL INCLUDES: Instructor PC computer station with projector, projector screen, and whiteboard.

- *If you're interested in scheduling a private computer class or training, please see our Customized Computer Training sheet!*