



### Conference Room Rental

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Big Sister's office is located in downtown Boston's Park Plaza Building, just steps from public transportation, the Boston Public Garden, and numerous restaurants and shops. Our office includes a private conference room (Suite 1403) with separate access and several amenities. If you are interested in renting the conference room by the hour or day, please contact our Administrative Specialist at (617) 236-8060 to schedule. Rental fees collected will support our critical, gender-sensitive mentoring programs for Greater Boston's girls.

#### Room Capacity

Big Sister's conference room is 763 square feet. There are eight lightweight, retractable tables that can be configured in several ways to achieve the meeting set-up you desire. The room can accommodate:

50 people seated, with chairs in rows

25 people around conference room tables

Rates:

Hourly: \$125-\$170

Full day rental: \$900

Nonprofit rate: \$75/hour

Below are the amenities provided with our conference room:

- Flat screen TV with wireless access and HDMI capability
- Wifi access
- Conference phone
- Whiteboard(s)
- Bathroom access
- Elevator access/wheelchair accessible building and suite
- In-room climate control (HVAC)
- On-site restaurant (Au Bon Pain)
- Limited access to office kitchen
- Proximity to Boston Public Garden and public transportation
- Proximity to Park Plaza Hotel