

Conference Room Program



Save more than 50% on
our beautifully furnished
conference rooms.

Conference Rooms

- Large, seats 12
- Medium, seats 10 (*Woburn only*)
- Small, seats 6-8

Included:

- Internet: wifi and wired
- Ample free parking, covered and uncovered
- Professional receptionist to greet your guests
- Flat-screen monitor, whiteboard, conference phone

Program Options

Annual: \$320/month

*Savings of \$720+ each month**

- 16 hours/month
- \$25/hr for each additional hour

Month-to-Month: \$400/month

*Savings of \$640+ each month**

- 16 hours/month
- \$30/hr for each additional hour

Additional Services

- **Coffee set-up for meetings:** \$40
Includes 16 cups of regular and 16 cups of decaf coffee, hot water for tea, and filtered water
- **Catering:** arranged by our staff, 25% premium
- **Daily kitchen access:** \$10/day (up to six people)
Includes fresh fruit, healthy snacks, and unlimited coffee and tea (\$20/day for up to 12 people)
- **Professional Services:** \$10/15 minutes
(word processing, projects, copying, etc.)
- **Printing:** \$10/15 minutes, plus
\$0.15/black and white page; \$0.99/color page
- **On-site notary:** \$20, by appointment

*Savings based on 16 hours of Large Conference Room use