



**Best
Western
PLUS**

Langley Inn



CONFERENCE ROOMS

Our fully refurbished conference room and the exceptional service provided by our staff makes this the perfect location for conferences, boardroom meetings, presentations, training events and interviews.

Full AV and Presentation Equipment options are available upon request. Additionally, our professional staff are on-hand to deliver faxes, send mail, and even assist with photocopying. Impeccable service in the best of surroundings ensures that business at the Best Western Plus Langley hotel is anything but usual.

Tel: 604-530-9311 Fax: 604-530-2438 Email: sales@bestwesternlangley.com
Best Western Plus Langley Inn, 5978 Glover Road, Langley BC, V3A 4H9



The **Willow Room** is located on the main floor beside our lobby. It features large windows on both North and South side for natural light.

For smaller meeting options the Willow Room can be converted into two smaller rooms, North or South.



WILLOW ROOM

\$400 4+ hours
\$340 4 hours or less
(morning or evening)

- 1200 sq. ft.
- Seats 24 to 80
- Configurable Layout
- Complimentary Wi-Fi
- Ice Water Service
- White Linen Tablecloth



WILLOW SOUTH

\$245 4+ hours
\$195 4 hours or less
(morning or evening)

- 575 sq. ft.
- Seats 18-40
- Configurable Layout
- Complimentary Wi-Fi
- Ice Water Service
- White Linen Tablecloth



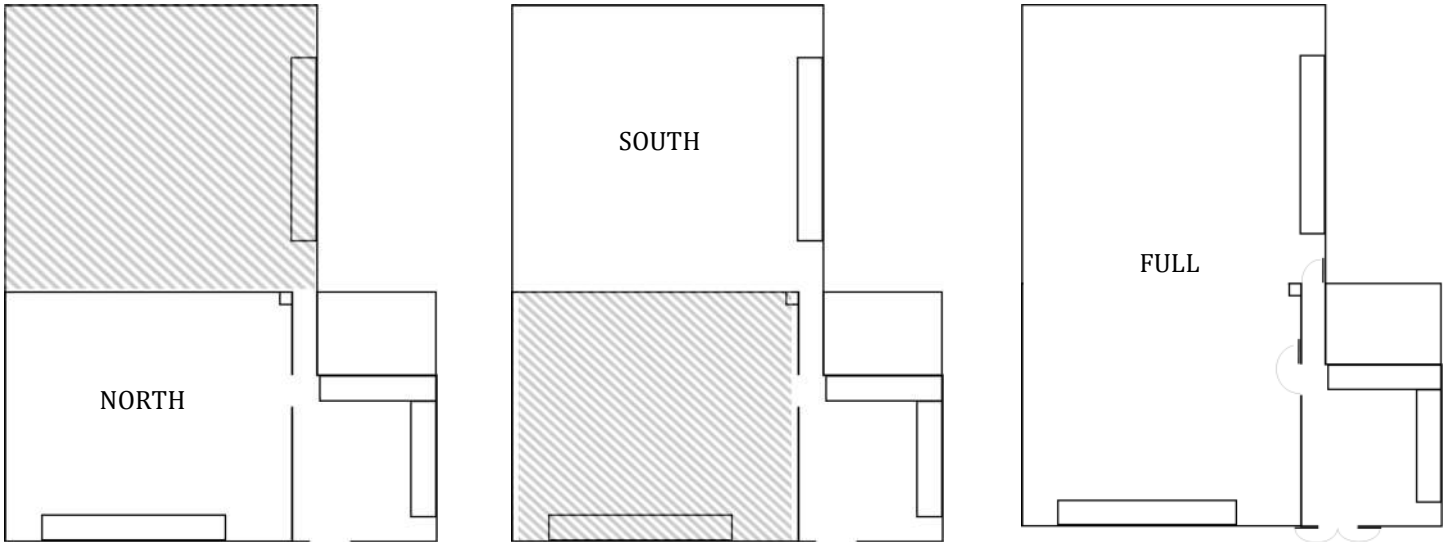
WILLOW NORTH

\$195 4+ hours
\$145 4 hours or less
(morning or evening)

- 460 sq. ft.
- Seats 12-32
- Configurable Layout
- Complimentary Wi-Fi
- Ice Water Service
- White Linen Tablecloth



AV EQUIPMENT & FLOOR PLAN



AV EQUIPMENT

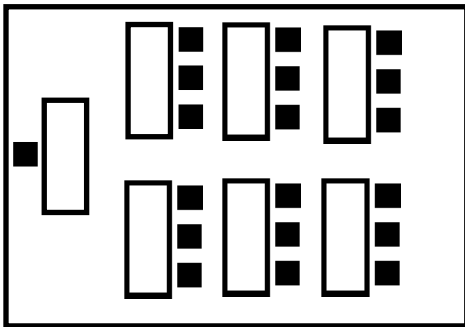
PROJECTOR <i>Epson PowerLite 1221 H429A 3LCD XGA</i> <i>No Presentation Remote Available</i>	\$100
PROJECTOR SCREEN <i>5 1/2 Ft W x 4 1/2 Ft H</i>	\$28
Wired Microphone & Stand <i>Shure SM58 48 foot cord</i>	\$28
Flipchart/Whiteboard <i>Paper & Markers Included</i>	\$28
Floor Podium	\$28

Complimentary Equipment (upon advance request)

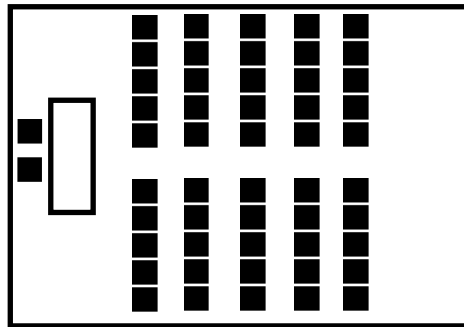
Extension Cords
Power Bars
Notepad & Pens

Should you be looking for equipment that we do not offer, please let us know as we would be happy to request quotes from local rental companies.

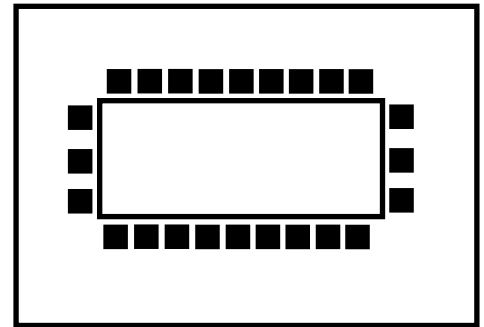
LAYOUTS & POLICIES



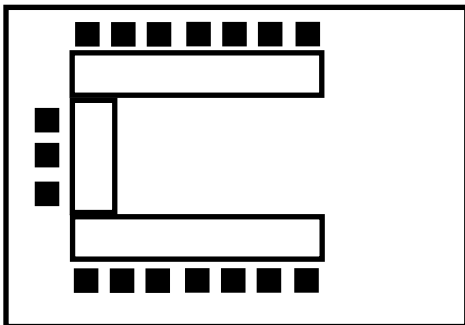
CLASSROOM



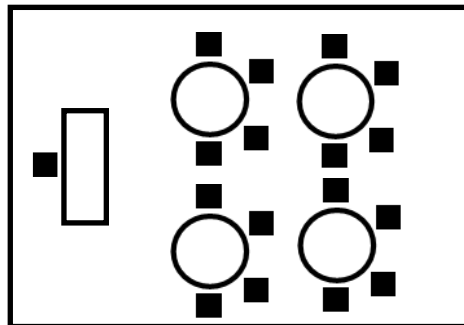
THEATRE



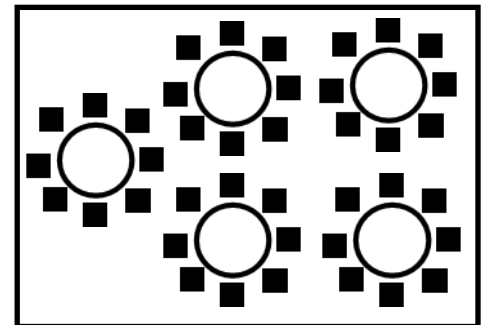
BOARDROOM



U-SHAPED



HALF ROUNDS



BANQUET

Some Simple Policies To Remember.....

1. Set Up - Please ensure you set up requirements are finalized. There are NO STAFF on duty for last minute changes.
2. Billing - A credit card is required to reserve. For alternative payments please contact your conference coordinator.
3. Cancellation - All cancellation must be received in writing, 4 days prior to event. (only without catering)
4. Deposit - Large events may require a deposit, please discuss with your conference coordinator.
5. Catering - The Best Western Plus Langley Inn is the sole provider of all food and beverages, with the exception of pre-approved requests.
6. Shipping - We are a small property with very limited storage, please discuss with your conference coordinator.
7. Function Space - Best Western Plus Langley inn has the right to provide alternative function space.
8. Damages - The cost or repair of any damages occurring to the property of the Best Western Plus Langley by a client, his guests or contractors, will be charged to the client. The hotel assumes no responsibility for lost or damaged personal property or equipment.
9. A Reminder not to use staples, tacks, tapes or glue on the walls. Masking tape can be used on wallpapers areas only.
10. Some of our walls are adjustable, but only by staff. Please do not attempt to move them as they are locked in place.