

Conference Rooms

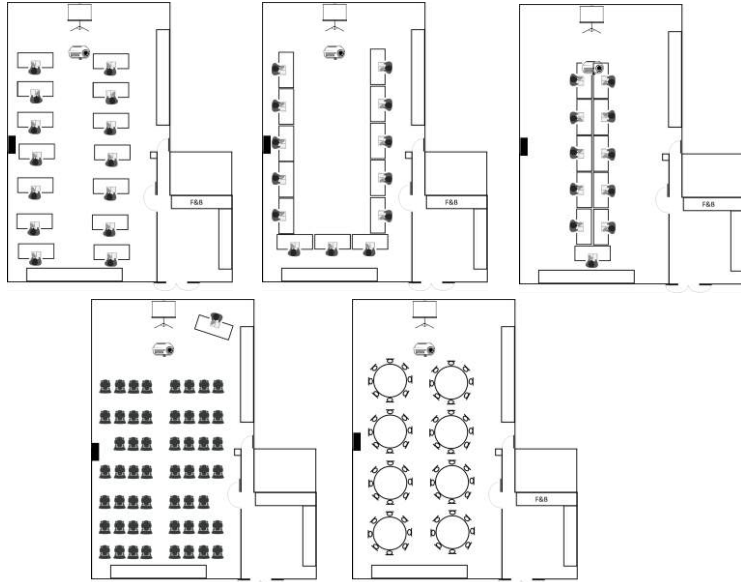


**Best
Western
PLUS**

Langley Inn

The Full Willow Room is located beside our Lobby and can hold up to 64 attendees.

Includes an Epson LCD projector & screen



Classroom	42	Theatre	54
U-Shape	39	Rounds	64
Boardroom	33		

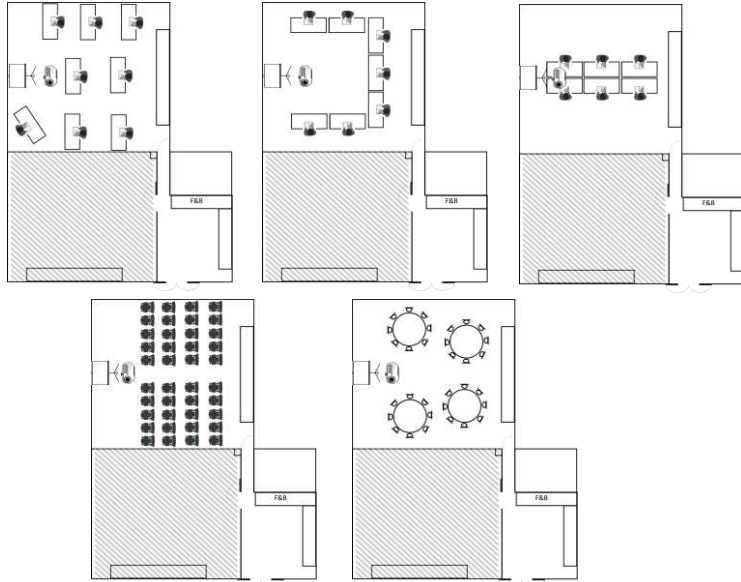
Full Day - \$400 + gst
Half Day - \$340 + gst
(4 hours or less)

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The Willow room can be divided into two smaller rooms. The South side can hold up to 40 attendees

Includes an Epson LCD projector & screen



Classroom	21	Theatre	40
U-Shape	21	Rounds	32
Boardroom	19		

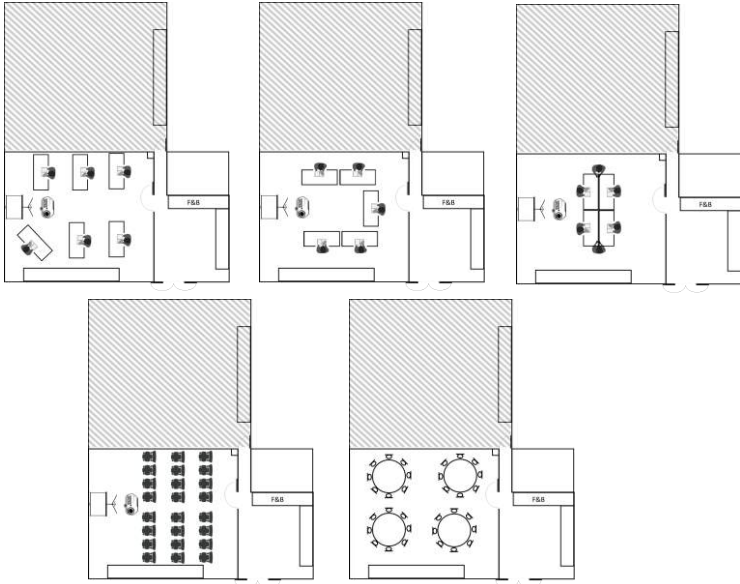
Full Day - \$245 + gst
Half Day - \$195 + gst
(4 hours or less)

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The smallest of the divided rooms is Willow North. The North side can hold up to 24 attendees

Includes an Epson LCD projector & screen



Classroom	15	Theatre	24
U-Shape	15	Rounds	32
Boardroom	14		

Full Day - \$195 + gst
Half Day - \$145 + gst
(4 hours or less)

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Policies

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.

STAFFING- The initial room set up will be done without any further entry of staff afterwards. Should you wish to adjust your initial room layout please feel free to move tables and chairs around.

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