

For designer's information:

The Lacey Conference Center offers a variety of rooms & services. We have the Executive Suites which are personal offices that people can rent on a monthly basis. We do not have any minimum or maximum lease terms, so it's perfect for small businesses just starting out. Virtual Office is where businesses can have a phone number, address, and basic reception service. So it makes their business look like they are larger than what they really are. There is no minimum or maximum on lease terms either but it is monthly. The Lacey Business Center (or LBC) consists of cubicles for rent. There's no minimum or maximum lease agreement on these.

All tenants (virtual office, executive suites, and LBC) receive a discount on conference rooms rentals.

Long term discounts can be arranged.

Janitorial service and basic reception are included.

Conference Rooms:

We have several conference rooms of different sizes (in order from largest to smallest):

Horizon Room

Harvest Room-includes kitchen

Olympic Room

Green Room

Small Conference Rooms 1 & 2

All rooms are all-inclusive: wi-fi, phones, setup, cleanup. All rooms except the small conference rooms include a projector & projector screen. The Horizon Room & Harvest Room include audio as well (wireless microphones, lapel microphone, and speakers).

Clients are allowed to choose their own caterer. We don't offer catering, but we do offer coffee, water, and tea service for an additional fee.

**Actual Content for Brochure: (Feel free to reorganize it but the general information needs to stay the same)**

**Executive Suites:**

**Private offices of various sizes, broadband internet and wifi, shared conference room, coffee service, shared office machines, co-branding, basic reception service**

**Lacey Business Center:**

**Private desk space, central business location, wifi, coffee service, office machines, co-branding, lounge**

**Horizon Room:**

**Wifi, setup, cleanup, linens, tables, chairs, audio, visual, & speaker phone**

**Harvest Room:**

**Wifi, setup, cleanup, linens, tables, chairs, audio, visual, speaker phone, & kitchen**

**Olympic Room:**

**Wifi, setup, cleanup, linens, tables, chairs, audio & visual**

**Green Room:**

**Wifi, setup, cleanup, projector & screen, speaker phone**

**Small Conference Rooms 1 & 2:**

**Wifi, setup, cleanup, speaker phone**

**Choose Your Own Caterer!**

**Coffee, hot tea, and water service available!**