

CONFERENCE CENTRE MANUAL



Calgary City Centre Conference Centre
Unit 210, 215 2nd Avenue SW
Calgary, AB T2P 1M4



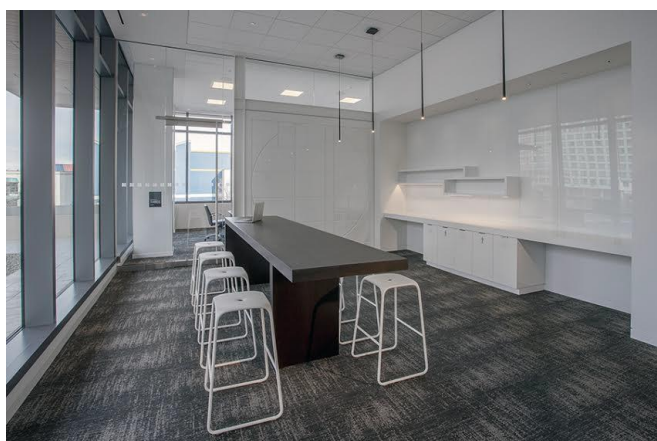
MAKE YOUR MEETINGS MATTER AT CALGARY CITY CENTRE CONFERENCE CENTRE

Calgary City Centre Conference Centre is designed for convenience and productivity. The facility's three meeting rooms offer a range of seating configurations depending on the size and purpose of your event. Decorated with a contemporary modern feel, the Conference Centre delivers a feeling of class and luxury for any business meeting you may host. Whether you plan to hold large or small meetings, to train staff, or to celebrate a corporate milestone, Calgary City Centre Conference Centre will meet your needs.

GENERAL INFORMATION

The facility is housed on the 2nd floor of Calgary City Centre at 215, 2nd Street SW, Calgary, AB T2P 1M4 and is for the exclusive use of the Calgary City Centre tenants. It is available during weekdays from 8.00 a.m. to 5.00 p.m. as well as afterhours and weekends and can be booked for functions up to 3 months in advance. Public parking is available on levels 1 and 2 in the building underground parkade. Access to the underground parking is located off of 3rd Ave SW between 2nd and 3rd Street SW.

The lighting in each room is individually controlled. All the rooms have a wall of floor to ceiling windows for natural light. In addition there is a breakout area with seating available to all those who book within the facility. The men and women's washroom are conveniently located inside the Conference Centre.



Although catering is not provided by Cadillac Fairview, the conference centre has amenities available for all your catering needs. A full-length serving counter is located adjacent to each meeting room in addition to a central kitchen with cooler fridge, dishwasher and a sink.

The freight elevator which is accessible from the loading dock is to be used by caterers for deliveries. The main entrance to the loading dock is located off of 3rd Ave SW between 2nd and 3rd Street SW.



Whether your meeting is large or small, you are welcome to use the reception area to greet your guests upon arrival.

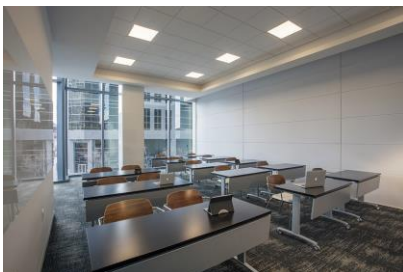
An area to hang coats is located adjacent to the entrance.

ROOM FEATURES

- ☐ Crestron system (lighting, sound, video, audio, blinds)
- Smart TV 80" wide screen
- ☐ Presentation remote clicker
- ☐ Podium
- ☐ Microphone
- ☐ Teleconferencing/Landline
- ☐ Power Bars/Extension Cords
- ☐ White Glass Board, Flip Chart and Markers
- ☐ Chairs
- ☐ Tables
- Wireless Internet (Details below)
 - CCC Conference Rooms 1 & 2: Attendees
Password: CadiLLac215-12
 - CCC Conference Rooms 1 & 2: Presenters
Password: CadiLLac215-12P
 - CCC Conference Room 3: Attendees
Password: CadiLLac215-3
 - CCC Conference Room 3: Presenters
Password: CadiLLac215-3P

SEATING PLAN OPTIONS

- U-Shape
- Boardroom
- Theatre
- Classroom
- Stand-Up
- Custom Arrangement



Classroom Style



Boardroom Style



Theatre Style

We are happy to provide audiovisual testing prior to an event. Please contact our office a minimum of one week in advance of your booking to arrange an appointment. There is no charge for this service.

Every year each tenant is allocated hours at no charge, which will be used towards conference room usage. This allocation is proportionate to the square footage of their space. Once the allotment of hours is used, the below rates become effective as a real dollar cost. At the end of each month, the Cadillac Fairview office will send out a statement of account reflecting usage, charges, additional charges and cancellation fees if applicable. Please note, yearly allotments cannot be carried over to the next year.

ROOM RATES/CAPACITY

ROOM #	Set-up Style / Capacity	Daily Rate
1	U-Shape/ 20 Boardroom / 22 Theatre / 64 Classroom / 29 Stand-Up / 79 Custom arrangement upon request	\$250 – Full Day \$125 – Half Day
2	U-Shape/ 18 Boardroom / 20 Theatre / 60 Classroom / 25 Stand-Up / 71 Custom arrangement upon request	\$250 – Full Day \$125 – Half Day
3	U-Shape/ 18 Boardroom / 20 Theatre / 48 Classroom / 16 Stand-Up / 57 Custom arrangement upon request	\$250 – Full Day \$125 – Half Day
1 & 2	Theatre / 132 Classroom / 58 Stand-Up / 150 Custom arrangement upon request	\$500 – Full Day \$250 – Half Day

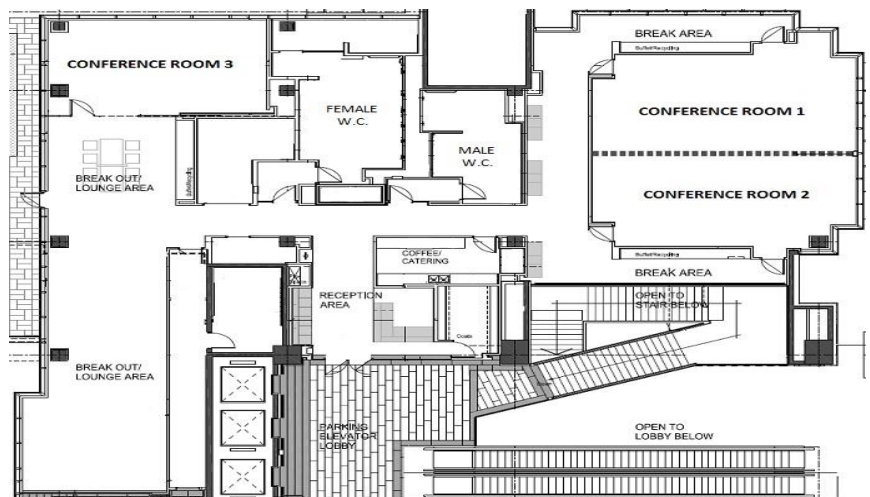
SESSION

- * Full Day – 8.00 a.m. – 5.00 p.m.
- * Half Day AM – 8.00 a.m. – 12.00 p.m.
- * Half Day PM – 1.00 p.m. – 5.00 p.m.
- * All room rates are subject to 5% GST

ROOM AND CAPACITIES

A wide range of options allows you to plan your event with confidence and ease from single room bookings to combined rooms with the capacity to accommodate up to 150 people.

Flexibility and choice are what tenants can expect of the Calgary City Centre Conference Centre.



ADDITIONAL CHARGES

AFTER HOURS AND WEEKEND RATES

SERVICE		RATES
HVAC – 6.00 p.m. – 6.00 a.m.		\$ 75/hour
Cleaning	As per details below	
Security	A quote will be provided upon request	

On weekends and holidays, the building is closed. Booking during these times require prior arrangements to be made through Cadillac Fairview Corporation Ltd and they may be subject to additional cleaning and security charges. After hours HVAC charges are mandatory.

After Hours Cleaning Fees

Monday – Friday	5.00 p.m. - 12.00 a.m.	-	30.00/hr
Monday – Friday	12.00 a.m. - 6.30 a.m.	-	40.00/hr
Saturday & Sunday	9.00 a.m. - 5.00 p.m.	-	35.25/hr
Saturday & Sunday	5.00 p.m. - 12.00 a.m.	-	45.25/hr
Saturday & Sunday	12.00 a.m. - 9.00 a.m.	-	55.25/hr

There is a minimum of a three hour cleaning charge.

After Hours HVAC Fees

Monday – Friday	6.00 p.m. - 6.00 a.m.	-	75.00/hr
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HVAC for afterhours and weekend bookings is mandatory.

Security Service

The tenant has the choice to request or not to request for additional security services. The +15's are not open on the weekends. A tenant may choose to have the conference centre doors kept locked during an event and have it manned by one of their staff or have the door of the conference centre left unlocked upon their choice.

A quote may be provided upon request. Please advise of your choice on the booking form.

CANCELLATION FEES				
	Prior to 5 business days in advance	3 to 5 business days	2 business days	No Show
Per Room	No Penalty Fee	\$ 100	\$ 100	\$ 100
HVAC	No Penalty Fee	No Penalty Fee	No Penalty Fee	\$ 50/hour
Cleaning	No Penalty Fee	No Penalty Fee	As per quote	As per quote
Security	No Penalty Fee	No Penalty Fee	As per quote	As per quote

* All rates are subject to 5% GST

HOW TO BOOK

Booking and Availability

The conference room booking form which is attached, lists all the information we require to confirm your booking and it will help you prepare the details of your meeting. Calgary City Centre Conference Centre encourages all customers to strive towards a low waste function and to consider this while planning an event. The conference rooms may be booked for not less than four hours (i.e; half day) or for a full day.

You may check availability and make the tentative booking by contacting our office at 403-571-2525 or by emailing us at cccconference@cadillacfairview.com. Tentative bookings will only be held for five (5) business days, during which time the completed booking form must be returned to our office in order to secure your booking.

You will receive a confirmation email stating the booking date, time, room setup and number of attendees which finalizes the booking. For any change in the booking, a new booking form will have to be filled in and sent by email. Please book enough time at the start and end of your event to account for any additional set-up or clean-up time.

It is acceptable for business meeting to run later than expected. For example, if a meeting is booked until 5pm, and there are no other parties booked in after this booking, there will be no problem. If there is another party booked in, you will be informed so you can wrap up your meeting.

Although we may not have covered all the questions you may have in this information package, feel free to contact our office.

Thank you for choosing the Calgary City Centre Conference Centre to host your special function.

CONFERENCE CENTRE RULES AND REGULATIONS

The below Rules and Regulations are standards set in place to keep the Conference Centre facility at its finest. Please read through the below information:

1. The tenant will be using the Calgary City Centre Conference Centre for standard business purpose and work related events only.
2. Tenants may book functions up to 3 months in advance.
3. Tentative bookings will be held for a maximum of five (5) business days.
4. All equipment and articles belonging to the tenant must be removed from the Conference Centre upon completion of a meeting/function. For bookings scheduled on consecutive days, the tenant may leave their equipment and belonging in the conference room at their OWN risk. It will be the tenant's responsibility to clean-up at the end of each meeting/function. Additional cleaning charges may apply.
5. Tenants to ensure caterers remove all dishes, equipment etc.; and place garbage/waste in the waste bins and the recycling bins that have been provided. Glass bottles are to be left on the counter.
6. The facility business hours are from 8am to 5pm, Monday to Friday. For bookings outside of these hours, arrangements must be made through our office a minimum of two business days in advance.
7. The tenant may be charged for additional services provided for after hours and weekends bookings. Additional services may include cleaning and security. HVAC after hours charges are mandatory.
8. The Conference Centre is a smoke-free environment. Smoking is allowed only in designated areas.
9. Special instructions for caterer's must be communicated with our team (i.e. early arrival times) at least 24 hours in advance. After business hours, a pre-booking of the freight elevator is necessary and made through cccconference@cadillacfairview.com and must be arranged prior to the day of the function. Due to Calgary City Centre policies and procedures, the caterers that are using carts for the delivery of food and drinks can only deliver via the loading dock, located off of 3rd Ave SW between 2nd and 3rd Street SW and use the freight elevators. They cannot bring any food or items up the passenger elevators and must always use the freight service elevator.
10. To avoid damage to wall finishes, the tenant cannot use tape or affix signage anywhere within the Conference Centre facility. However, tenants will be allowed to use their own signage as long as it is not placed where it can be an impediment to traffic. Approval via cccconference@cadillacfairview.com should be obtained prior to placing any signage.
11. No cooking to be completed on site.
12. No open flame or Bunsen burners without supervision.

13. The provision of alcoholic beverages must be approved by Cadillac Fairview prior to your booking. Proof of a liquor license must be provided before the meeting and a copy sent to our office. The original liquor license must be posted in a visible location at the function. There must also be a liquor guard in attendance during the event. Any unapproved alcohol distribution in the conference rooms is considered illegal and will result in the inability to book space in the future, potential financial penalty and potential legal ramifications. Security spot checks may occur at any time during an event.
14. You may cancel your meeting by emailing us at cccconference@cadillacfairview.com. If your meeting is cancelled after five (5) business days prior to the function start time, you will be charged a \$100.00 dollar late cancellation fee per room booked. Likewise, if you do not show up for your meeting, you will be charged a \$100.00 no show fee per room booked.