

Calgary City Centre Conference Room Booking Form

Event Date :		Company Name:	
Session: Full Day Half Day AM Half Day PM	8.00 a.m. – 5.00 p.m.	<input type="checkbox"/>	Contact Name:
	8.00 a.m. – 12.00 p.m.	<input type="checkbox"/>	Email Address:
	1.00 p.m. – 5.00 p.m.	<input type="checkbox"/>	
Rooms Booked	Room 1	<input type="checkbox"/>	Telephone Number:
	Room 2	<input type="checkbox"/>	Purpose of Event: (Brief Description)
Room 3	<input type="checkbox"/>		
	Rooms 1&2	<input type="checkbox"/>	
Actual Time of Use	From :	Number of Attendees :	
	To :		

Options		
	Options Chosen	Remarks
• Smart TV 80" wide	<input type="checkbox"/>	
• Free Wifi (Details in manual)	<input type="checkbox"/>	
• Presentation Remote Clicker	<input type="checkbox"/>	
• Podium	<input type="checkbox"/>	
• Microphone (room 1 and/or 2 only)	<input type="checkbox"/>	
• Teleconferencing / Polycom	<input type="checkbox"/>	
• Flip Chart Easels/Pens/Clips Holder	<input type="checkbox"/>	
• Dry Erase Markers	<input type="checkbox"/>	
• Power Bars / Extension Cords	<input type="checkbox"/>	
• Glass White Boards	<input type="checkbox"/>	
<ul style="list-style-type: none"> • Please ensure that all materials used are returned/left in the Conference Room after your meeting/event • Please note that Apple laptops do not work well with our system and tend to not connect to the TV to display the presentation 		

Additional Event Information		
• After-hours HVAC (Details in manual)	Time From :	Time To:
• Security Services (Details in manual)	As per quote	
• Music will be played	Yes <input type="checkbox"/>	No <input type="checkbox"/>
• Alcohol will be served	Yes <input type="checkbox"/>	No <input type="checkbox"/>
• Liquor License certificate attached	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Calgary City Centre Conference Room Booking Form

Freight Elevator Booking (For delivery of food/drinks brought in on carts)

Name of Caterer	
Drop off time	
Pick up time (if applicable)	

Seating Arrangements

	Room/s Capacity	# of people per Room
• Classroom Style	Room 1 (Max 29 people) Room 2 (Max 25 people) Room 3 (Max 16 people) Rooms 1&2 (Max 58 people)	Room 1 _____ Room 2 _____ Room 3 _____ Room 1&2 _____
• Theatre Style	Room #1 (Max 64 people) Room #2 (Max 60 people) Room #3 (Max 48 people) Rooms 1&2 (Max 124 people)	Room 1 _____ Room 2 _____ Room 3 _____ Room 1&2 _____
• Boardroom Style	Room #1 (Max 22 people) Room #2 (Max 20 people) Room #3 (Max 20 people)	Room 1 _____ Room 2 _____ Room 3 _____
• U-Shape	Room #1 (Max 20 people) Room #2 (Max 18 people) Room #3 (Max 18 people)	Room 1 _____ Room 2 _____ Room 3 _____
• Stand Up	Room #1 (Max 79 people) Room #2 (Max 71 people) Room #3 (Max 57 people) Rooms 1&2 (Max 150 people)	Room 1 _____ Room 2 _____ Room 3 _____ Room 1&2 _____
• Custom Arrangement	Drawing required	Room 1 _____ Room 2 _____ Room 3 _____ Room 1&2 _____

Calgary City Centre Conference Room Booking Form

Rules and Regulations	
• The tenant will be using the Calgary City Centre Conference Centre for standard business purpose and work related events only.	<input type="checkbox"/>
• Tenants may book functions up to 3 months in advance.	
• Tentative bookings will be held for a maximum of five (5) business days.	<input type="checkbox"/>
• 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.	<input type="checkbox"/>
• 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.	<input type="checkbox"/>
• 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.	
• The Conference Centre is a smoke-free environment. Smoking is allowed only in designated areas.	<input type="checkbox"/>
• The tenant may be charged for additional services provided for after hours and weekends bookings. Additional services may include cleaning, HVAC and security. Please refer to the manual for the rates.	<input type="checkbox"/>
• Special instructions for caterers must be communicated with our team at least 24 hours in advance for prior arrangements.	<input type="checkbox"/>
• To avoid damage to wall finishes, the tenant cannot use tape or affix signage anywhere within the Conference Centre facility. Tenants own signage can be used as long as it is not placed where it can be an impediment to traffic. Should obtain approval from security beforehand.	<input type="checkbox"/>
• No cooking to be completed on site and no open flame or Bunsen burners without supervision.	<input type="checkbox"/>
• Proof of a liquor license, if applicable, must be provided before the meeting and a copy sent by email to cccconference@cadillacfairview.com . The original liquor license must be posted in a visible location at the function.	<input type="checkbox"/>
• All cancellations must be done 5 business days in advance prior to your event to avoid the late cancellation fee of 100.00 per room booked or in the event of a no-show on the booking date.	<input type="checkbox"/>
• Please call 403-571-2525 or send an email to cccconference@cadillacfairview.com to check for availabilities and when your event details are confirmed, kindly email the booking form to cccconference@cadillacfairview.com . Please note that bookings are not confirmed in our system without a completed form.	<input type="checkbox"/>

By submitting this form, I confirm that I have read and understood the terms and conditions of the Conference Centre manual and that I will be charged for any cancellations.

PLEASE EMAIL COMPLETED FORM TO:

THE CADILLAC FAIRVIEW CORPORATION

E-mail: cccconference@cadillacfairview.com

Completed by:

Name: _____

Date: _____

Signature: _____