

# Western Canadian Place Conference Centre



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## Conference Centre Agreement Form

Company: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Function: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Number of Attendees: \_\_\_\_\_

Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_

Conference Board Room (s): \_\_\_\_\_

### Conference Board Room A

(Seats 80)

Theatre Style Setting

Built-In Screen & LCD Projector

### Conference Board Room B

(Seats 35)

Round Table Style Setting

Built-In Screen & LCD Projector

### Conference Board Room C

(Seats 20)

U-shaped Table Style Setting

Built-In Screen & LCD Projector

### Conference Board Room D

(Seats 24)

Board Room Shape Style Setting

Built-In Screen & LCD Projector

### Equipment Required:

Flip Chart

Video Cart (TV/VCR)

Podium

Whiteboard

Cable & Remote for LCD

Hand Held Mic & Lavalier Mic

***(Hand Held Mic/Lavalier Mic – Pick up and return at Security Desk on day of the event)***

**For bookings:**

Please visit our website at [www.westerncanadianplace.com](http://www.westerncanadianplace.com) and click the Tenant Services tab on our main page to check the availability of the Conference Centre board rooms and its layout in the system.

**For enquiries, please contact:**

Sheila Neri, Customer Relations Supervisor

Phone Number: 403-202-7579

Email Address: [sheila.neri@quadreal.com](mailto:sheila.neri@quadreal.com)

Cancellations, due to the volume of bookings and waiting lists, we ask that you notify us as soon as possible so another Tenant may book the room. To cancel, send an email to [wcpconfbooking@quadreal.com](mailto:wcpconfbooking@quadreal.com).

The Western Canadian Place Conference Centre offers quality atmosphere and desirable meeting rooms which is located on the +30 level of Atrium. It has a large gathering space in a very modernize setting that creates a successful conference events and meetings for Tenants and Sub-Tenants. There are four separate rooms of which three of these can be combined into one large meeting room. The Conference rooms can be split using folding wall panels into either two or three adjacent rooms which can be opened into one and can hold up to maximum of 135 people. Each room has its own unique room style setting as identified in the diagram. It has wall power connection boxes that is mounted to the wall each containing power, data, video and audio connections that are routable to the computer equipment that will be used for presentations.

**Terms and Conditions:**

**Conference Centre Hours of Operation - Monday to Friday 6:00am-6:00pm only**

Use of the facilities is limited to the hours of operations specified and no extensions after **6:00pm** will be authorized due to setup requirements for the following day bookings. **(NO Weekends/After Hours)**

- Use of the Conference Rooms are restricted to business meeting functions by Tenants and Sub-Tenants of Western Canadian Place. The Conference Rooms will not be used for:
  - Tenant clients
  - Social or Home-based business/sale functions
  - Fitness/Yoga classes
  - Independent Sales/Marketing Groups
  - Employees individual functions (Not company related)
- Requests for reservations will be made via email to: [wcpconfbooking@quadreal.com](mailto:wcpconfbooking@quadreal.com)
- No smoking or alcohol is permitted in the premises.
- AV equipment is provided at no cost and must be return undamaged to the Security Desk.
- Western Canadian Place will not be responsible for any damages, loss or personal injury resulting from the use of the Conference Centre. The Tenant is responsible for all claims.
- Violation of the Conference Rooms policies may result in cancellation of booking privileges.

**Tenant's Accountabilities:**

- Keys and Equipment must be signed in and signed out at the Security Desk by the Tenant Representative undersigned. We ask that the person responsible for the equipment is an occupant of the building.
- Catering needs are coordinated by the Tenant.
- Any change of room setup should be arranged in advance by contacting the Customer Relations Supervisor for assistance and enquiries. **(additional costs may apply)**
- The Tenant is responsible for removing all food and drinks that are brought in at the end of the meeting. If the garbage bin is full, please contact [QuadReal Connect: 1-877-977-2262](tel:1-877-977-2262) or [service@quadrealconnect.com](mailto:service@quadrealconnect.com) to place a service call which will be dispatched to our janitorial provider for further assistance.
- The Tenant is responsible for rearranging tables and chairs back to its original style setting and ensuring the cleanliness of the room.

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Signature (Tenant Representative)

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Date Signed

***The Tenant Representative has read understands and agrees to abide by the rules and regulations. Conference Centre is to be used for Tenant business meeting functions only. QuadReal Property Group Management maintains the right to cancel this booking or change location on 24 hours notice.***

