



## 240FOURTH

# CONFERENCE CENTRE

240FOURTH offers all you need for a successful business meeting in our full-service professional Conference Centre which can be the ideal venue to organize your meetings and events of varying sizes and configurations.

This Conference Centre Guide is intended to provide you with all the information you require to plan and host your meeting or event.

240FOURTH



# MEETING ROOM FEATURES

The 240FOURTH Conference Centre is located on the main floor and is open for bookings Monday to Friday from 8 a.m.- 4:30 p.m., closed on weekends and holidays.



## Audio/Visual / Internet

Audio/visual equipment and internet access are provided, as well as video and teleconferencing capabilities. Users only need to supply a laptop computer should they require one. The 3 meeting rooms include:

### Meeting Room A

- One 98" UHD Video Display
- Two 75" UHD Video Display
- One podium
- Wireless Microphone System

### Meeting Room B

- Two 75" UHD Video Display
- One podium
- Wireless Microphone System

### Meeting Room C

- One 65" UHD Video Display
- Polycom

## Kitchenette

Adjacent to the Conference Centre is a kitchenette that can be used as prepping area for catering. The kitchenette is equipped with:

- Filtered water from the sink
- Water glasses and jugs
- Fridge
- Dishwasher

## Catering

Users can hire any vendor for their catering needs; however, we require all delivery personnel to be compliant with the following protocols:

- No open flame while transporting hot food through the building.
- Use indoor carts so the flooring in the building and inside the Conference Centre will not get damaged.
- For large catering orders, please use the service elevator.

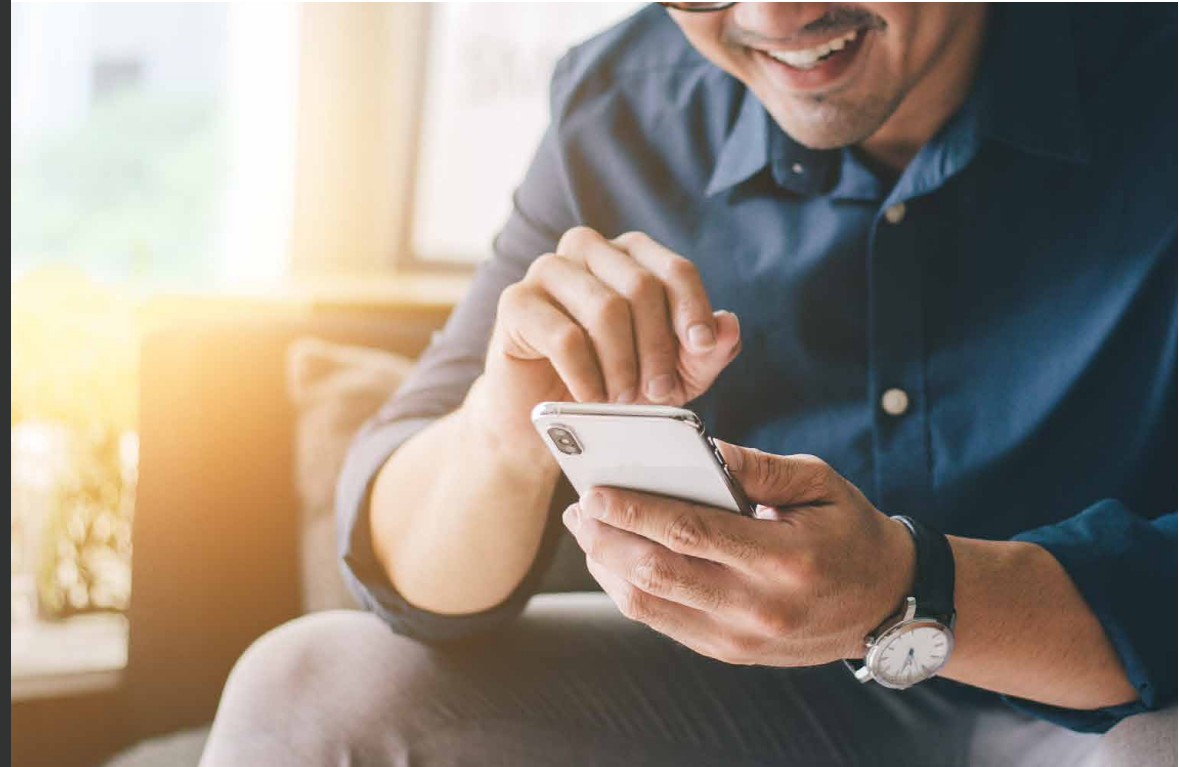
# REQUEST A BOOKING

240FOURTH Tenants have priority use of the Conference Centre, at no booking fee. With a minimum 48-hour notice, 240FOURTH Tenants can request a reservation using our online booking tool available on the QuadReal + App. To sign up, download the App from Google Play or the App Store. A desktop version of the booking tool is also available at <https://quadrealplus.com/index>. Simply use your App credentials to login.

Please consider the following when submitting a reservation request:

- A 2 hour window between meetings is reserved for cleaning and set up.
- Once you place your reservation, you will receive a reservation confirmation email informing you that your request has been received.
- We will review the details of your reservation and notify you if your request has been accepted. A reservation is confirmed only after you have received the confirmation notification.

For more information, please contact Hazel Hannivan, Conference Centre Concierge at [concierge.yyc@quadreal.com](mailto:concierge.yyc@quadreal.com) or at 403-370-7145.



## Reservations for non-240FOURTH Tenants

The Conference Centre can be reserved by non-240FOURTH residents providing they reside in another office building managed by QuadReal Property Group LP. The reservation fee for non-residents is \$50/hr. + GST.

To inquire about availability and request a reservation, please contact Hazel Hannivan, Conference Centre Concierge at [concierge.yyc@quadreal.com](mailto:concierge.yyc@quadreal.com) or at 403-370-7145.

## Cancellation policy for non-Tenants

- **Up to 5 days before your event, 50% of room fee will be charged.**
- **Less than 5 days before your event, 100% of room fee will be charged.**

## Terms and conditions for all users of the Conference Centre

- All users of the Conference Centre are responsible for any damages incurred during their meeting.
- All users must ensure that at the end of their meeting, all equipment, meeting materials or catering items are removed from the meeting rooms.
- All users must ensure that all waste and recycling items (bottles/cans) are disposed of appropriately in the bins available in the meeting rooms.

Additional cleaning charges may apply.

QuadReal+



# 240FOURTH LOUNGE

One of the premier amenities for all tenants is 240FOURTH Lounge.

The Tenant Lounge located on the main floor, provides a comfortable place to hold informal meetings, take a coffee break and relax, or even to work remotely. It is also available to host private functions after-hours.



## After-Hours Events

The Lounge is also available to tenants for after-hours company parties and events.

The booking fee for after-hours events (1-4 hours) is:

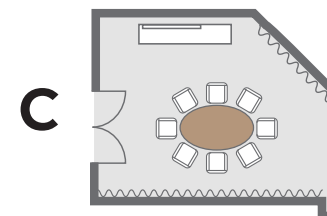
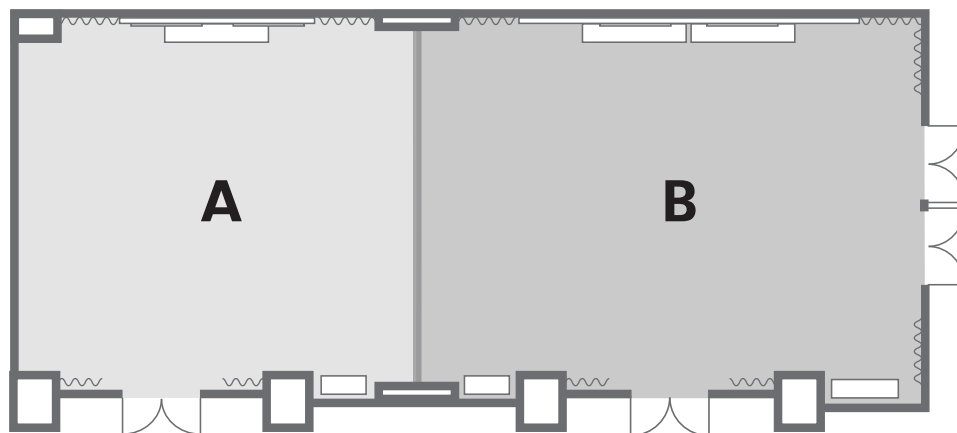
- 240FOURTH Tenants - \$500 + GST
- QuadReal Property Group LP Tenants - \$500 + GST
- Non-tenants\* - \$1,500 + GST

\*Non-tenants' bookings and after-hours bookings (between 5 p.m. and 9 p.m. Monday through Friday) can be made by emailing [concierge.yyc@quadreal.com](mailto:concierge.yyc@quadreal.com). The reservation and details will be reconfirmed one week prior to the booked date. If any changes are required, contact us.

240FOURTH Tenants are required to complete a Facility Agreement. QuadReal Property Group LP Tenants and Non-Tenants are required to complete a Facility Agreement and present a Certificate of Insurance for \$2 million.

# 3 STYLISH MEETING ROOMS

Use individually or combine A&B into one large meeting room to accommodate up to 150 attendees.



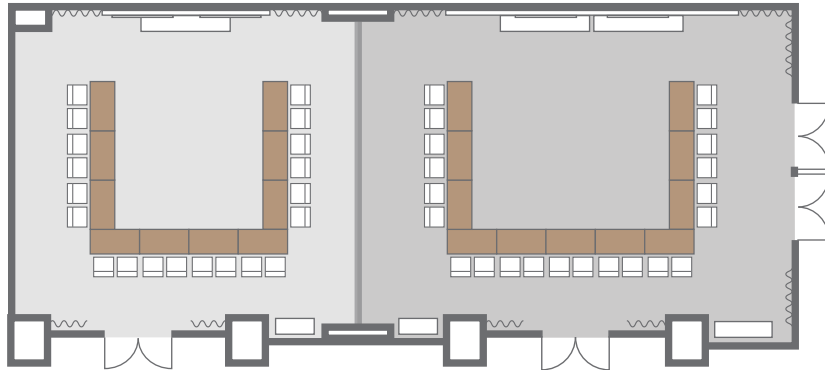
## Meeting Room Capacity

	ROOM A	ROOM B	ROOM A, B	ROOM C
U Shape	20 seats	22 seats	48 seats	N/A
Classroom	24 seats	30 seats	54 seats	N/A
Boardroom	20 seats	32 seats	52 seats	8 seats
Theatre	60 seats	72 seats	150 seats	N/A

# LAYOUT OPTIONS

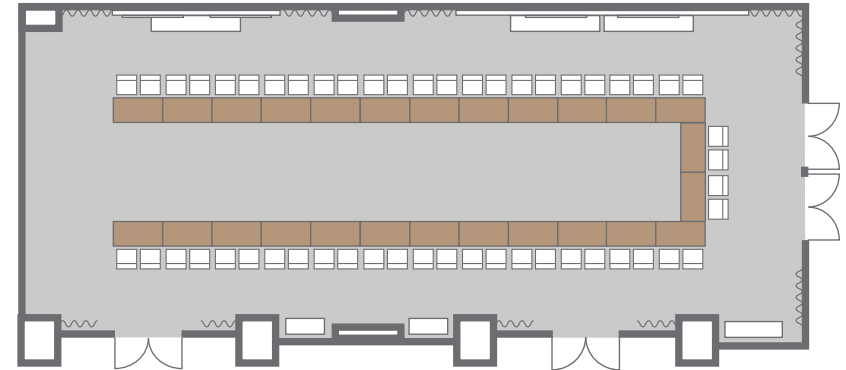


## U SHAPE



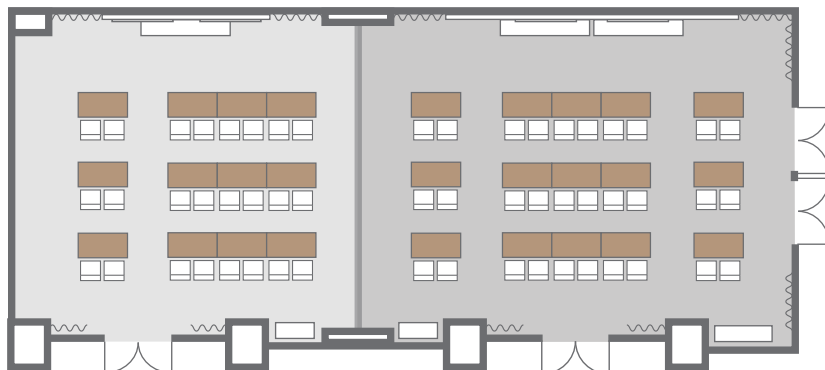
**A** 20 seats

**B** 22 seats



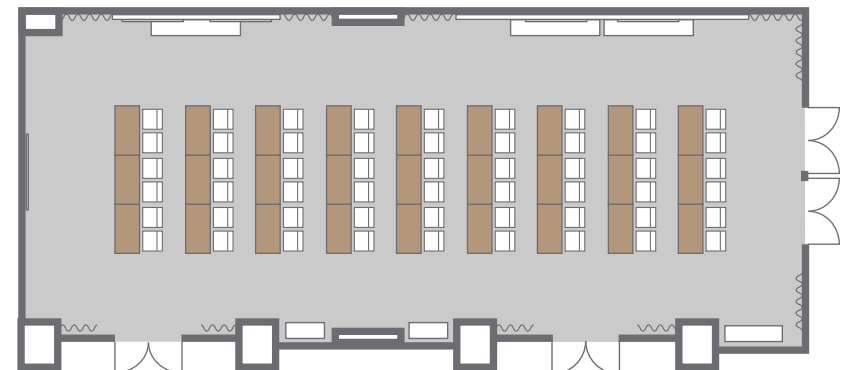
**A&B** 48 seats

## CLASSROOM



**A** 24 seats

**B** 30 seats

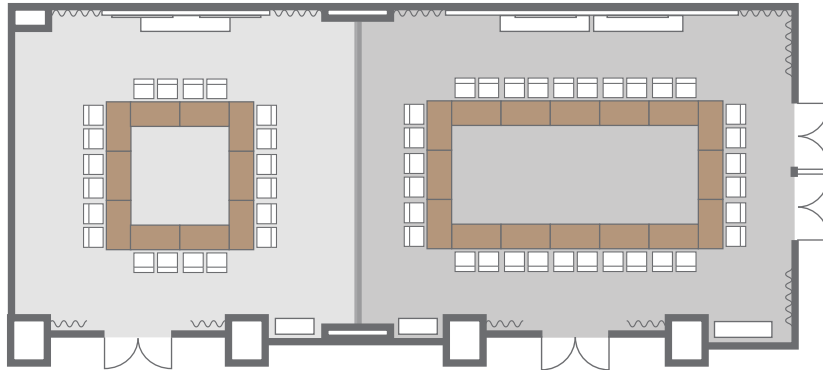


**A&B** 54 seats

# LAYOUT OPTIONS

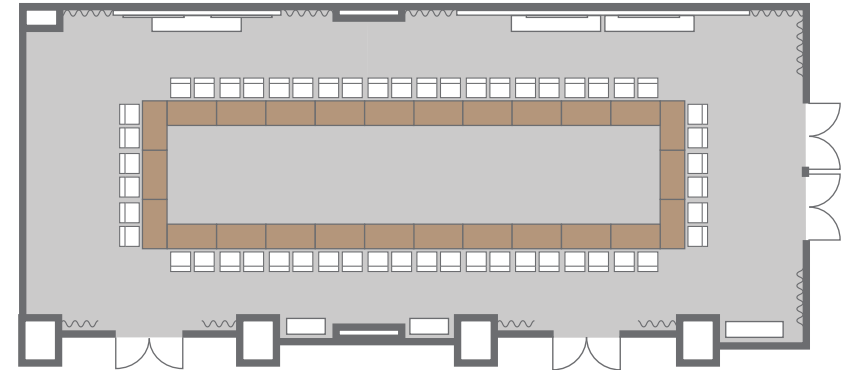


## BOARDROOM



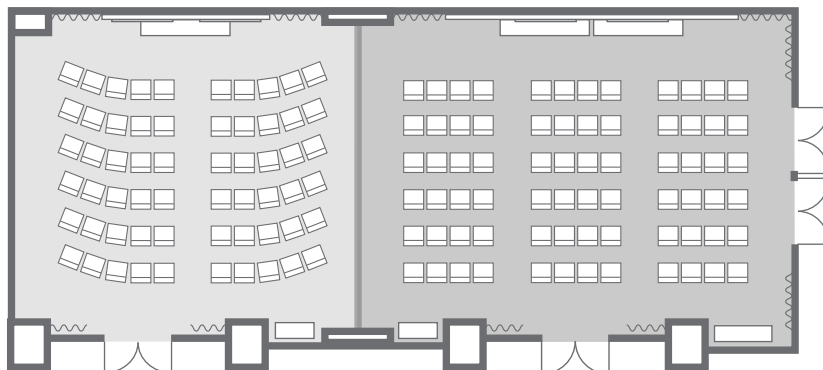
**A** 20 seats

**B** 32 seats



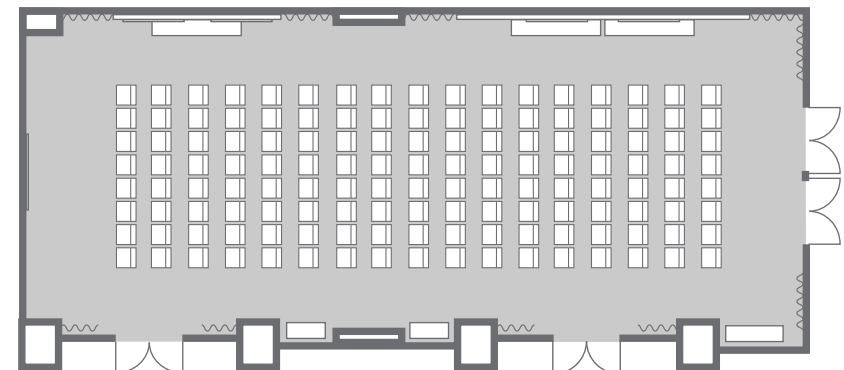
**A&B** 52 seats

## THEATRE



**A** 60 seats

**B** 72 seats



**A&B** 136 seats