



745 Thurlow ROOFTOP CONFERENCE CENTRE

745 Thurlow 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.

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Please view the annex at the end of this guide for current Conference Centre operating procedures. The guidelines included in the QuadReal Return to Work Playbook and all current provincial and federal regulations pertaining to COVID-19 restrictions take precedence over this Guide.



MEETING ROOM FEATURES

The Rooftop Conference Centre is located on the 25th floor and is open for bookings Monday to Friday from 7:00 a.m. to 5:00p.m., closed on weekends and holidays.



Audio / Visual / Internet

The Rooftop Conference Centre can accommodate up to 80 people in multiple furniture configurations.

Wall and floor plate inputs are available for hardwire connectivity.

- 90" Smart TV
- Speaker's podium
- Polycom Conference phone
- WiFi
- White boards
- Microphones available upon request
- Cable connections

Kitchenette

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

- Filtered water from the sink
- Water glasses and jugs
- A full-size fridge (can be used for cooling drinks only)
- A dishwasher

Catering

Users can hire any caterer 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 all catering orders, please use the service elevator.

REQUEST A BOOKING

745 Thurlow tenants have exclusive use of the Conference Centre at no booking fees. With a minimum 24-hour notice, 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 1-hour window between meetings is reserved for cleaning and set up.
- Once you place your request you will receive a reservation confirmation email informing you that your request has been received. Additional information may be requested.
- 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 the Property Management Team via QuadReal CONNECT. Alternatively, call 1-877-977-2262 or email service@quadrealconnect.com.

QuadReal+



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.

FLEXIBLE MEETING ROOM

Accommodate up to 80 attendees.



English Bay Room Capacity

U Shape	18 seats
Classroom	30 seats
Boardroom	18 seats
Theatre	35 seats

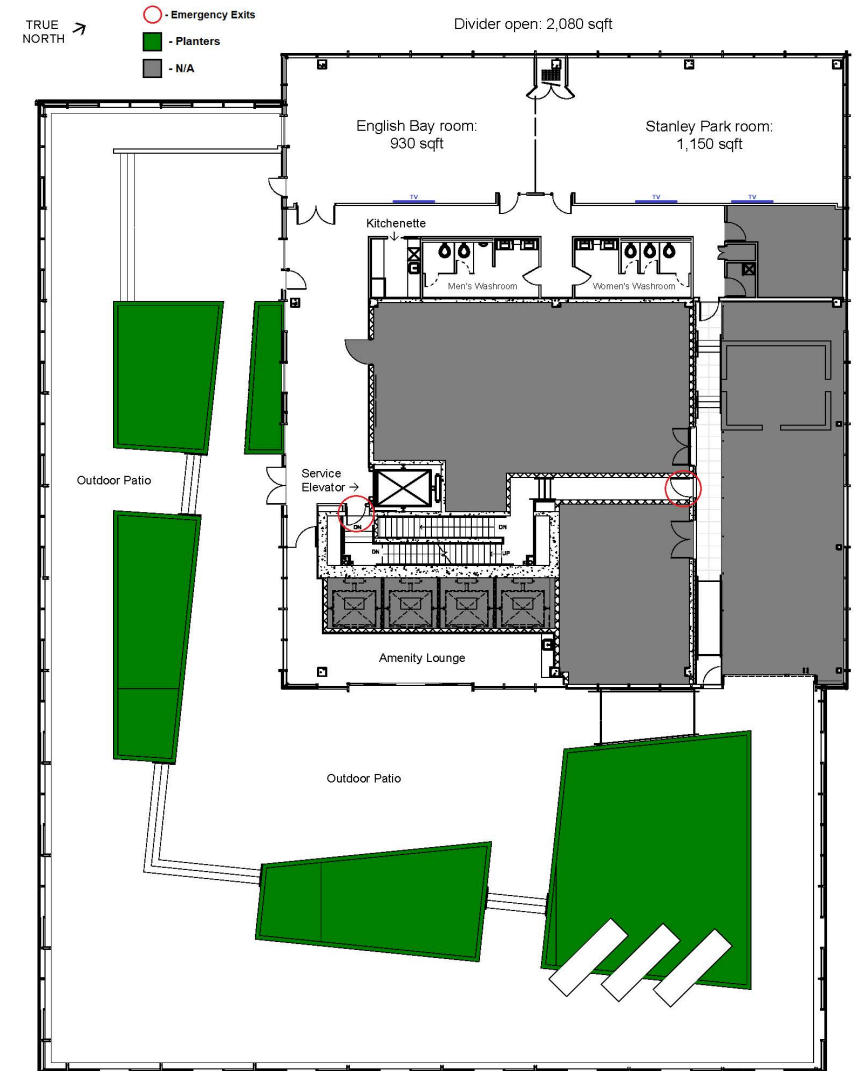
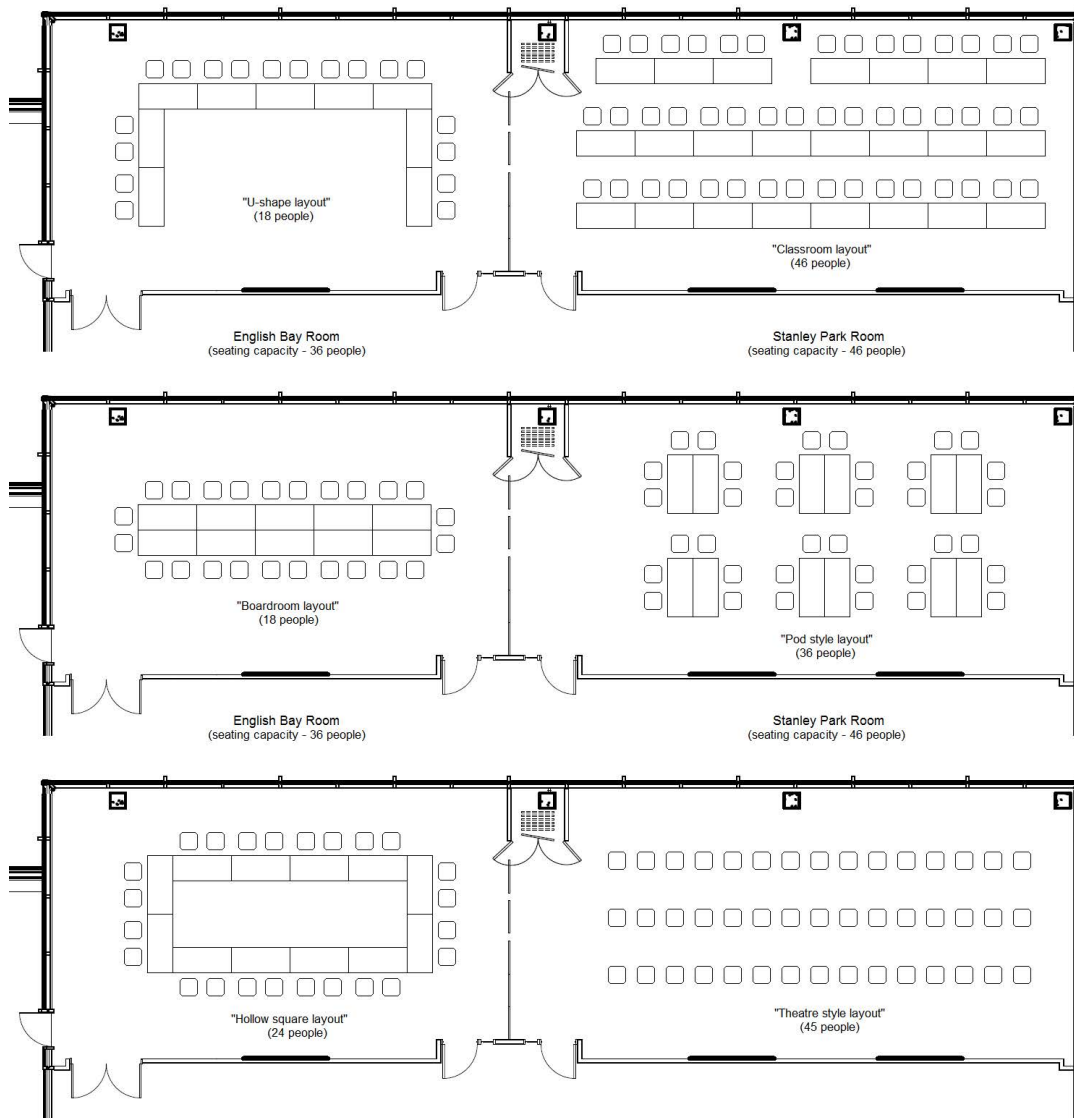
Stanley Park Room Capacity

U Shape	28 seats
Classroom	46 seats
Boardroom	28 seats
Theatre	45 seats

Current maximum capacity is reduced to accommodate physical distancing. Please view the annex at the end of this Guide for more information.

LAYOUT OPTIONS

Current maximum capacity is reduced to accommodate physical distancing. Please view the annex at the end of this Guide for more information.



COVID-19 RELATED CHANGES

The information included in this annex indicates the changes in utilizing the Conference Centre as mandated by our building COVID-19 protocol. Our Conference Centre reopening strategy has been developed in compliance with the provincial and federal regulations pertaining to COVID-19 restrictions as well as QuadReal's Return to Work Playbook.

To ensure all your meeting participants are safe, we recommend the following practices while using the Conference Centre amenities:



Wash your hands often and use hand sanitizer



Wear a mask at all times



Maintain physical distancing

Catering Considerations

Catering services for your meetings are allowed providing food is delivered and set up in compliance with the current provincial regulations. For more details, please access the following Catering Guidance document from British Columbia's Government website.

When ordering catering for your meetings, consider the following guidance:

- All food items should be individually pre-portioned, packaged and labelled.
- If appropriate, consider packaging full meals into a single container or plate
- Note that the access to the amenity's kitchen has been suspended and the water filter and glasses service as well as the use of dishwasher and fridge are not available at this time.
- Please inform the catering company about our building COVID protocol requiring all residents, visitors and contractors to complete a screening questionnaire, maintain physical distancing and wear a mask at all times.
- When ordering catering, please consider, for healthier choices, the updated Canada's Dietary Guidelines as outlined by the Canadian Federal Government.

Cleaning Protocol

The following cleaning protocol in the Conference Centre has been implemented with your well-being and safety in mind.

Before every meeting, the cleaning staff will complete the following cleaning tasks inside the Conference Centre:

- All high-touch points including tables, chairs, doorknobs, light switches, AV equipment will be damp wiped using a disinfecting agent.
- All waste and recycling receptacles will be emptied, and liners replaced as necessary.

Best Practices

Please consider the following best practice examples for your successful meetings and events:

- Remind all attendees that wearing a mask/face covering while entering the Conference Centre and throughout the entire duration of your meeting is mandatory except for those that fall under the exemptions as outlined in the EPA mask mandate order.
- For everyone's convenience and safety, hand sanitizer stations have been placed in the Conference Centre lobby and all attendees are required to use the stations prior to entering the amenity.
- Ensure the total number of attendees (including guests, catering staff, etc.) does not exceed the maximum capacity of the room and follows the gathering restrictions in effect.
- Consider keeping the training/course materials at a minimum; the white board can be used, but users will bring their own markers.
- Ensure all your training material has been sanitized prior to being utilized in the meeting rooms.
- Remove all meeting materials, catering items and tools from the meeting room at the end of your meeting.
- Please dispose the recyclables in the appropriate bin in the room at the end of your meeting.
- An attendance log is required for each event, for contact tracing purposes. This is to be kept on file by the event organizer.
- COVID-19 Screening is required prior to entry. A QR code is provided at the meeting room entrance. Scan the QR code and select 745 Thurlow to begin.

CONFERENCE CENTRE

MAX CAPACITY

The maximum capacity of the boardroom has been adjusted to allow physical distancing and to comply with current indoor gathering guidance.

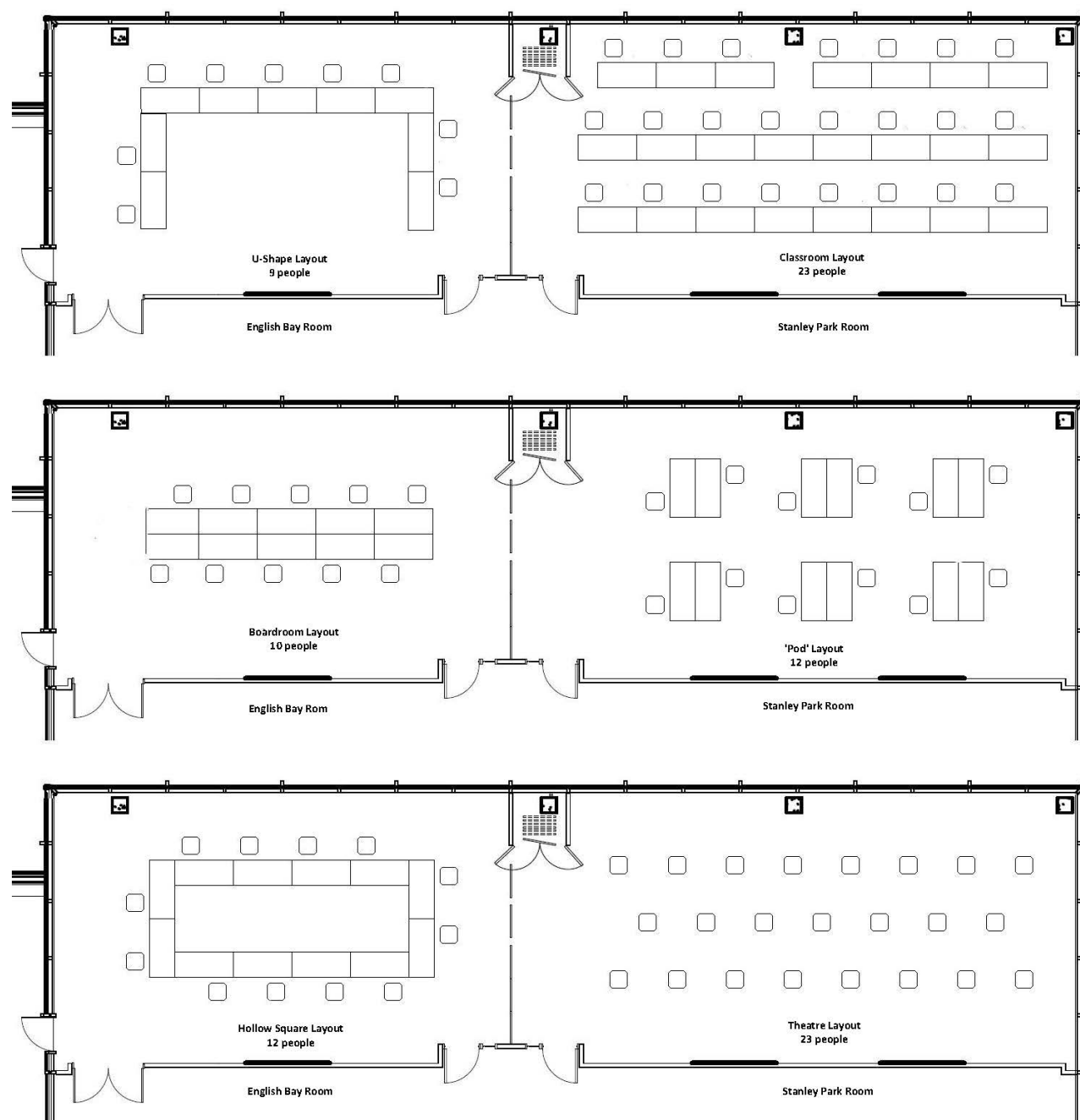
Please consider these set up styles and their maximum capacity when planning your meeting.

English Bay Room Capacity

U Shape	9 seats
Classroom	15 seats
Boardroom	10 seats
Theatre	15 seats

Stanley Park Room Capacity

U Shape	9 seats
Classroom	23 seats
Boardroom	14 seats
Theatre	23 seats



MEETING ROOM GUIDELINES

PERSONS MAXIMUM OCCUPANCY

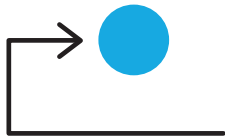
When rooms are combined



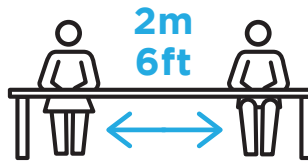
Please wash hands or
use hand sanitizer
before entry and exit.



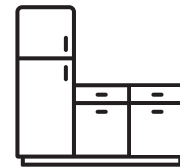
Masks or face
coverings are
required.



Please keep left and
proceed clockwise to
furthest designated
seating.



Do not move
furniture as it is
spaced for physical
distancing.



Kitchenette access
will resume once
full occupancy is
permitted.



Use provided
disinfecting wipes to
clean your space
upon arrival and exit.



COVID-19 Screening
required prior to entry.
Scan QR code and
select 745 Thurlow.



An attendance log is
required for each event,
for contact-tracing
purposes

If you require assistance, please contact

Tenant Services: 1-877-977-2262 or service@quadrealconnect.com