

# Rooftop Amenity Floor

## Booking Instructions & Guidelines

The Rooftop was designed to be a public gathering place where tenants can meet and enjoy the beautiful scenery all year round. The Rooftop Amenities, located on the 25th floor, include a patio, quiet lounge, kitchenette, and two spacious meeting rooms.

**Hours:** Monday to Friday from 7:00 am to 5:00 pm.

**Access:** Take the service elevator to the 25<sup>th</sup> floor. All attendees must complete the QuadReal Facility Waiver prior to receiving access on their cards.

**Maximum Capacity:** The maximum capacity of the entire amenity floor is 279 people

**WiFi:** The Rooftop also has an open Wi-Fi capability. Join the 745THURLOW network. The password is 0745thurlow. This is also posted in the meeting rooms.

Please keep noise to a minimum in the vicinity of the meeting rooms as there may be meetings in progress. There is absolutely NO SMOKING allowed on the patio. Violators of this rule may be permanently denied access.

### Rooftop Patio

The Rooftop Patio boasts views of mountains, sea, and sky. It is outfitted with several bistro sets and benches for resting, visiting with colleagues, or enjoying an al fresco lunch.

To ensure all occupants can equally take advantage of this space, the patio may be exclusively reserved for events outside of business hours only.

Please heed all posted guidelines, for your safety and that of your fellow occupants.

### Meeting Rooms

The English Bay Boardroom (south room) seats a maximum of 35 people and features a door that opens directly onto the Rooftop Patio.

The Stanley Park Boardroom (north room) seats up to 45 people and has two window-lined walls featuring iconic Vancouver views. The dividing wall between rooms can be tucked away, forming one large room that seats a maximum of 80 people.

Both rooms are equipped with a 90" Smart TV, Speaker's podium, Polycom conference telephone, and built-in whiteboards. Stanley Park includes a second TV screen.

**Microphones (hand & lapel) and cable connections are available upon request.**  
**Visit the Security Office to check out these items prior to your scheduled event.**

## Booking a Meeting or Event

Step 1: Check availability via the [QuadReal+](#) app and submit a booking request.

Step 2: Send your completed Conference Centre Booking Form to QuadReal Connect at [service@quadrealconnect.com](mailto:service@quadrealconnect.com).

**For events beginning or extending after hours, please contact Tenant Services directly via QuadReal Connect at 1-877-977-2262 or [service@quadrealconnect.com](mailto:service@quadrealconnect.com).**

Meeting rooms may be booked up to one month in advance. Meeting start and end times must be strictly adhered to, and any items brought in must be removed immediately upon meeting completion.

Catering items should be arranged to be picked up from the tenant's premises and not left in the meeting rooms or kitchen. Cleaning charges may apply.

## Events

Private rooftop events may be booked for standard business receptions, work related and charity events. Private bookings can only be made after regular floor hours and are subject to approval at QuadReal's sole discretion.

Events can be booked up to three months in advance but with at least one week's notice, unless otherwise authorized by the Property Manager.

There is no fee to tenants to book an event however there may be additional cleaning fees and security fees.

The following documents are required on file for an event to take place:

- **Conference Centre Booking Request Form**
- **Event License Agreement**
- **Certificate of Insurance**  
*Approved by QuadReal Risk Department a minimum of 24 hours before the event.*
- **Special Coverage Officer Order Form**  
*May be required at the discretion of Property Management. This can include events where alcohol is served, events that occur after hours, or events with a large number of attendees.*
- **Special Event Permit for Liquor** *(from your caterer, if serving alcohol)*

Events must adhere to City of Vancouver Noise Control By-law 6555. On weekdays, per the By-law, noise is allowed between the hours of 7:00 a.m. and 10:00 p.m.

Chafing dishes are permitted but they cannot be transported into the building lit and may only be lit once they have been placed on the serving stations. Local fire regulations prohibit open flame candles. Decorations are allowed. However, to avoid damages to the wall finishes, no signage or banners may be taped or affixed to the walls, pillars, etc. in any location of the building.

## Certificate of Insurance

Tenants must take out and keep in force during the function, comprehensive general liability insurance per the guidelines in the Event License Agreement.

Please list QuadReal Property Group c/o Risk Management & Insurance, 199 Bay Street, Suite 4900, Toronto, ON M5L 1G2 as the Certificate Holder.

The certificate must name 2748355 Canada Inc. and 745 Thurlow Street Holdings Inc., QuadReal Property Group Limited Partnership, QuadReal Property Group G.P. Inc., and their respective successors and assigns as Additional Insured.

It should also include the location: 25<sup>th</sup> Floor, 745 Thurlow Street, in the city of Vancouver, BC.

## Serving Alcohol

With the prior approval of the Property Manager, liquor may be served at the function. A liquor license is required and is the responsibility of the event planner or caterer to provide and must be posted in a visible location. A copy of the liquor license shall be submitted to QuadReal for their records. Additional Security Coverage will also be required for the duration of the event, for a minimum of four hours, at tenant expense.

## Special Event Permit

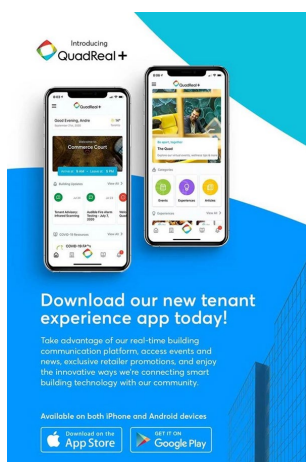
Here are some helpful resources regarding Special Event Permits. The first one allows you to apply for one directly online.

- <https://specialevents.bcldb.com/>
- <https://www2.gov.bc.ca/gov/content/employment-business/business/liquor-regulation-licensing/liquor-licence-permits>
- <https://www2.gov.bc.ca/assets/gov/employment-business-and-economic-development/business-management/liquor-regulation-licensing/guides-and-manuals/guide-sep.pdf>

# QuadReal+ Registration Guide

We are thrilled to share an efficient and easy tool for our customers to discover and book amenities, RSVP to join events, access our real time building updates, and enjoy the innovative ways we are connecting smart building technology with our community.

## Two ways to access QuadReal+



1

Download the QuadReal+ app available on both iPhone and Android devices.

2

Desktop use: [quadrealplus.com/registration](https://quadrealplus.com/registration) and click 'Sign Up.'

### Registration Tips:

- Provide **your name, work email address and building name**, and create a password.
- A Registration Code is required. If you cannot access it, please click on the *"Don't have a registration code"* hyperlink for assistance.
- *The registration code is case sensitive.* Please type the code identically as generated.

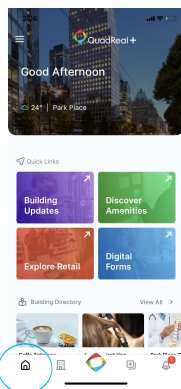


## Two ways to find amenities and more on QuadReal+

1

### QR+ App

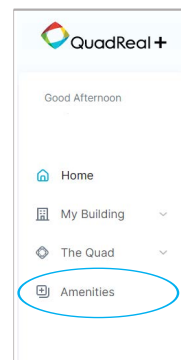
Tap the home icon, on the left corner of the navigation bar.



2

### QR+ Desktop

Visit [quadrealplus.com](https://quadrealplus.com). The navigation bar is located along the left hand side of the page.



For technical issues concerning QuadReal+ email: [feedback@quadrealplus.com](mailto:feedback@quadrealplus.com)



## ROOFTOP CONFERENCE CENTRE BOOKING REQUEST FORM

Company Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

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

Email: \_\_\_\_\_

Date Requested: \_\_\_\_\_ Time Requested: \_\_\_\_\_

Room(s) Requested:    English Bay    Stanley Park    Both Rooms Combined

Type of Event: \_\_\_\_\_

Number of Attendees: \_\_\_\_\_ (Max occupancy for the entire floor is 279)

Setup Requested:    U-Shape    Classroom    Boardroom    Pod    Hollow Square    Theatre    Other

Will the event be catered?                      Yes                      No

Will there be alcohol served?                      Yes                      No

Is Security coverage needed?                      Yes                      No

Catering company information: \_\_\_\_\_

Equipment rental company information: \_\_\_\_\_

Insurance policy holder & policy number: \_\_\_\_\_

*Minimum of 5 million dollars naming 2748355 Canada Inc. and 745 Thurlow Street Holdings Inc., QuadReal Property Group Limited Partnership, QuadReal Property Group G.P Inc., and their respective successors and assigns as additional insured*

Additional Information: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Please note that all audio-visual equipment must be checked out from the Security Office on the ground floor. This includes cable connections and microphones.**

Submit your completed form to [QuadReal Connect](#).

**QuadReal Property Group LP**  
("Property") **745 Thurlow Street, Vancouver, BC**



FACILITY LICENSE AGREEMENT between **2748355 Canada Inc. and 745 Thurlow Street Holdings Inc.** ("Owner") and \_\_\_\_\_ ("User").

User Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

This amount of \$ 0.00 to be paid in full at the time of booking.

Purpose for which the **745 Thurlow, 25<sup>th</sup> Floor Rooftop** will be used:

\_\_\_\_\_  
\_\_\_\_\_

Date of use: \_\_\_\_\_ ("License Period")

**THE TERMS AND CONDITIONS ON THE REVERSE SIDE OF THIS DOCUMENT FORM PART OF THE LICENSE AND MUST BE READ BY THE USER PRIOR TO SIGNING BELOW**

*By virtue of this License, I agree to abide by the terms and conditions stated on the reverse side of this sheet. I assume absolute and total responsibility for the users who are represented under this contract and anyone else who may use the Facilities during the License Period stated under this License, whether such individual(s) are permitted to use the Facilities or not. I understand that if I or any of the users whom I represent do not abide by these terms and conditions, Owner reserves the right to suspend or revoke this License.*

Owner: 2748355 Canada Inc. and  
745 Thurlow Street Holdings Inc.  
By its duly Authorized Agent  
QuadReal Property Group LP

User: \_\_\_\_\_  
\_\_\_\_\_

Per: \_\_\_\_\_  
Name:  
Title:

Per: \_\_\_\_\_  
Name:  
Title:

Per: \_\_\_\_\_  
\_ Name:  
Title:  
I/We have the authority to bind Owner

Per: \_\_\_\_\_  
Name:  
Title:  
I/We have the authority to bind User

## **TERMS FOR USE OF THE FACILITIES**

### **1. Cancellation of License.**

Owner maintains the right to cancel, without notice, the License if the Facilities are misused as determined by Owner and to cancel with reasonable notice if: (a) the Facilities are needed for functions of Owner; and/or (b) there is an emergency, as determined by Owner. It is understood that the Facilities are not available on any statutory holidays, unless previous express written authorization has been obtained. In the event of cancellation, the User has no claim or rights to compensation from Owner for any loss, damage or expense resulting from cancellation. Where possible, Owner will give 7 days' notice of such cancellation, but in emergencies Owner reserves the right to cancel without prior notice. Unless otherwise expressly indicated herein, Owner shall have the right to make any and all determinations with respect to this License in Owner's sole and absolute discretion.

### **2. License Period; User Covenants**

User agrees:

- (a) The Facilities will be available for use only in strict accordance with the terms shown on the License. The Facilities must be vacated by the time indicated on the License. No property of the User shall remain in the Facilities outside of the time indicated. If the Facilities and the Property are not vacated at the end of the License Period, User will promptly pay Owner's applicable hourly charge for each hour or part hour beyond the License Period that the Facilities or Property are not vacated.
- (b) The members of any group or organization, or any employees, agents, exhibitors, sublicensees, personnel and guests, while in the Facilities and on the Property must be under the immediate supervision and control of competent and trustworthy adults. The undersigned agrees to be absolutely responsible for the appointment of such individuals and the due observation of the requirements of Owner. If the standard of supervision falls below an acceptable level, as determined by Owner, this License will be cancelled without notice.
- (c) The User shall use and permit its guests to use common areas of the Property (including but not limited to lobbies, elevators, hallways, stairways, washrooms and other facilities) only as permitted by Owner and in common with others, and for production, exhibit or support space for the Event only upon prior written approval of Owner, acting reasonably.
- (d) The User shall not bring, or allow to be brought, into the Property any equipment, machinery, animals, goods, material or substance, or do or permit any act to be done during the License Period that may increase the risk of fire or other hazard or danger or cause a nuisance or annoyance to Owner, its tenants, licensees or neighbours or that may have the effect of invalidating, cancelling or increasing the premium(s) payable on any insurance on the Property, or rendering such an insurance policy invalid or cancellable or violating any provision of the applicable provincial Fire Code.
- (e) The User shall not obstruct any fire safety equipment, sidewalks, entrances, passages, vestibules, elevators, escalators, stairways or other parts of the Property.
- (f) The User shall not deny admission to the Property by discriminating against any person(s) on any ground prohibited by law such as race, ethnic origin, creed, sex, handicap or religion, provided that User can deny admission to persons under 18 years of age to a restricted Event.
- (g) The User shall take good care of the Property and all parts thereof, and leave the Property in the same condition at the conclusion of the License Period as they were at the start of the License Period.
- (h) The User shall abide by all existing municipal, provincial or federal laws, by-laws and regulations and any rules, regulations or directions of Owner regarding conduct of the Event and to comply with all requirements of law or ordinance pertaining to the conduct of User's business, or that of its exhibitors, performers, suppliers or subcontractors, or the holding of the Event, including without limitation occupational health and safety laws and regulations.

- (i) The User shall obtain all necessary approvals, permits, sanctions or licenses required by law for the purpose of the Event.

### 3. **Fees**

All fees for the use of Facilities shall be paid in advance. Users will be required to supply a predetermined damage deposit in the amount of \$ 0.00, which shall be refunded upon inspection by the agent of Owner and the User and correction of all damages resulting from the User, as determined by Owner, acting reasonably.

### 4. **Insurance**

The User shall obtain the following insurance coverage in respect of activities during the License Period, in a form satisfactory to Owner:

- (a) Comprehensive General Liability insurance in the minimum amount of \$2,000,000 per occurrence for property loss or damage, bodily injury or death of or to any person(s) arising out of or in any way attributable to the use of or at the Property including without limitation, if pyrotechnics are to be used, coverage of \$10,000,000 per occurrence display and special effects liability and products liability, in respect thereof; and
- (b) All Risk Tenants Legal Liability in the amount of \$5,000,000 in respect of loss or damage to property of Owner or any part of the Property.

Owner and Owner's representative, QuadReal Property Group Limited Partnership, QuadReal Property Group G.P Inc., and their respective successors and assigns ("**Owner's Representative**"), shall be named as an additional insured in all policies of insurance and such insurance shall be primary insurance and shall not call into contribution any other insurance that may be available to the Owner. The comprehensive general liability policy referenced in 4.(a) shall contain a cross liability and severability of interest clause. A certificate of insurance for each policy shall be deposited with Owner at least ten business days prior to the License Period and shall contain an undertaking by the insurer not to cancel or limit coverage except upon not less than thirty (30) days prior written notice to Owner. The User acknowledges that Owner does not insure or protect the property of the User its employees, agents, exhibitors, sublicensees, personnel and guests while at the Property and Owner shall not be responsible for loss or damage thereto no matter how caused. It is the sole responsibility of the User to insure such property.

### 5. **Release of Liability and Indemnity**

Neither Owner nor Owner's Representatives will be held liable for any injuries, damage to property or other loss arising from or in any way attributable to the use of the facility or grounds, including any vehicles parked or driven on the grounds of the Property, whether or not such use is authorized by this License. The User shall protect, defend, indemnify and save harmless Owner, its servants and agents (including without limitation Owner's Representative), of and from any and all claims for injuries and/or property damage howsoever caused that may arise out of, or be attributable to, the use of the Facilities or grounds by the User or by any other persons using the Facilities during the License Period, whether or not such use by the User or such other persons is authorized by this License.



**6. Rules and Regulations**

- (a) Games of Chance, Lottery or Gambling shall only be permitted with proof of licensing, as is required by the municipality, province or any other governing body; and must be approved by Owner in advance of granting of any License for use of the Facilities.
- (b) The selling, dispensing, or use of alcoholic beverages shall only be permitted with proof of licensing, as is required by the applicable provincial licensing authority; and must be approved by Owner in advance of granting of any License for use of the Facilities.
- (c) No smoking shall be permitted within the Facilities. The Property is a smoke-free environment.
- (d) Consumption of food and beverages shall not be permitted within the Facilities unless approved by Owner.
- (e) User shall not display or grant to Event sponsor(s) or others any right to display advertising at the Property without the prior written consent of Owner obtained at least three weeks prior to the License Period. All advertising consented to by Owner shall be purchased at Owner's rate card. User shall arrange and pay for installation and removal of any and all signs, posters or other decoration, any such installation in or outside the Property to be subject to the specific, prior written consent of Owner.

**7. Governing Law**

This Agreement will be governed by the law of the Province in which the Property is located, together with all Federal laws of Canada applicable therein.



**Paladin Security**

## Special Coverage Officer Order Form

### SECTION 1: - CLIENT INFORMATION

|  |                         |
|--|-------------------------|
| Request Received Date ( <i>Today's date</i> ):                               | _____                   |
| Name of Company:   | _____                   |
| Name and Position of Requestor:  | _____                   |
| Billing Address:   | _____                   |
| PO#:   | _____                   |
| Phone Number:  | _____ Fax Number: _____ |
| Email:   | _____                   |
| Is this an insurance claim or a service to be covered by an insurance claim? | (Check One) YES NO      |

\*\*\*NOTE\*\*\* If YES, client must accept liability for payment and charges.

### SECTION 2: - COVERAGE INFORMATION

|  |  |                 |
|--|--|-----------------|
| Event:   | _____                                      |                 |
| Event Location:  | _____                                      |                 |
| Event Dates and Hours of Coverage:   | _____                                      |                 |
| Number of Officers required:   | _____                                      |                 |
| Rate Quoted: \$  | _____ /hour plus applicable taxes applies* |                 |
| <b>Note:</b> Statutory holidays are billed out at 2.5 X the quoted hourly rate. Short notice requests (less than 12 hours' notice) for additional hours will be billed at 1.5 X the quoted hourly rate. Even if shift is less than 4 hours, a minimum of 4 hours coverage will be billed regardless. |  |                 |
| Shelter Provided   | Expect Outside Patrols                     | Vehicle Needed  |
| Phone Provided   | Radio Required                             | Washroom Access |
| Keys and/or Access card Required?  | _____                                      |                 |

### SECTION 3: SITE REQUIREMENTS AND DUTIES

Notes, Special Requests  
and Emergency Contact:

### SECTION 4 - CLIENT REPRESENTATIVE APPROVAL

By signing below, I agree with the above-mentioned information and believe it to be correct at this time. Any changes to this work order will be made by myself, or a person designated by myself, in writing which will be forwarded to the Paladin Security Group Ltd.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

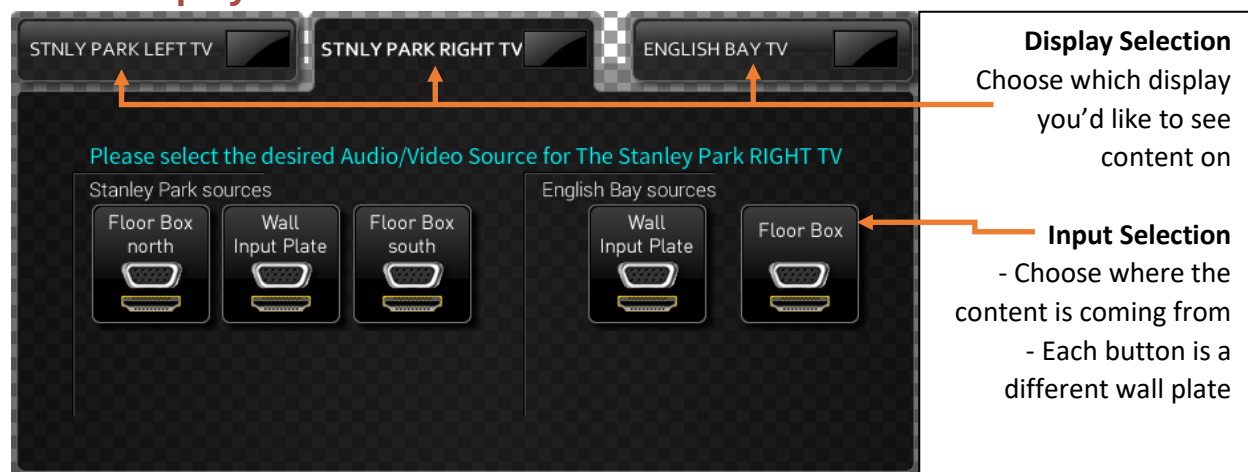
## 745 Thurlow AV User Guide

- This guide provides an overview of the buttons on this touchscreen and what they do
- **Don't panic**, you probably can't break the system; If in doubt, turn the system off, then turn it back on again
- At the top of the touch screen, the Room Grouping button allows you to send the same source to all the screens in both Stanley Park and English Bay, or distribute audio to anywhere on the 25<sup>th</sup> floor
- At the bottom of the touch screen, there is control of which selectable source to display on the screens and the volume for both the speakers and the microphones

### Getting Started



### Video/Display Source Selection



## Audio/Sound Section

**Zone Control**  
Tap a tab to add it as an audio destination or send everywhere

**Source Selection**  
Select where you would like to get audio from

**Go to volume control page (See below)**

THIS ROOM AMENITY LOUNGE CORRIDOR & WASHROOMS PATIO ALL  
TURN ALL AUD ZONES OFF

Please select the desired Audio Source for ALL ZONES

STANLEY PARK ACTIVE VIDEO SOURCE  
Floor Box north Wall Input Plate Floor Box south

ENGLISH BAY ACTIVE VIDEO SOURCE  
Wall Input Plate Floor Box

Patio Door Input Plate

SOURCE SELECTION ZONE VOLUMES

## Speaker Zones/Different Area Volumes

**Zone Volumes**  
Move each slider (slowly) to adjust the volume of each area

**Mute**  
Cut audio to the selected area

**Return to Source selection screen**

AMENITY LOUNGE CORRIDOR / WASHROOMS PATIO ZONES  
Wall Speakers Garden Zone

MUTE MUTE MUTE MUTE

SOURCE SELECTION ZONE VOLUMES

## Microphone Volumes

**Zone Volumes**  
Move each slider (slowly) to adjust the volume of each area

**Mute**  
-Cut audio to the selected area  
- Push it again to unmute

Stanley Park Mics English Bay Mic Patio Mic  
Wired Mic Wireless Mic

MUTE MUTE MUTE MUTE

TRUE NORTH →

- - Emergency Exits
- - Planters
- - N/A

Divider open: 2,080 sqft

