



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 25th 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.

The patio must remain accessible to all building occupants between 7 am and 5 pm.

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.

For events beginning or extending after hours, please contact Tenant Services directly via QuadReal Connect at 1-877-977-2262 or 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.

Access

The service elevator will be unlocked for the duration of your reservation. If you would like to request a different schedule, please contact your property team via [QuadReal CONNECT](#).

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 to be onfile 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: 25th 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

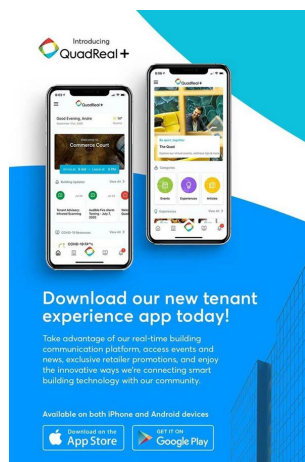
Here are some helpful resources regarding Special Event Permits. The first one allows you to apply for one directly online.

- <https://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 and click 'Sign Up.'

Registration Tips:

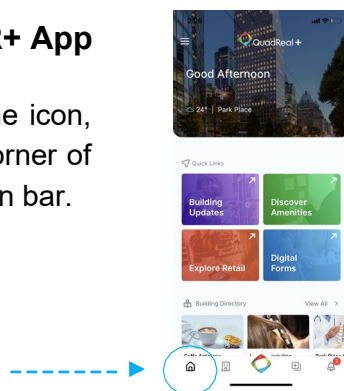
- Provide **your name, work email address and building name**, and create a password.
- A Registration Code is required. If you cannot access it, please click on the *"Don't have a registration code"* hyperlink for assistance.
- *The registration code is case sensitive.* Please type the code identically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

Two ways to find amenities and more on QuadReal+

1

QR+ App

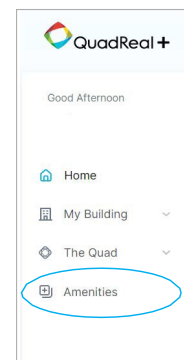
Tap the home icon, on the left corner of the navigation bar.



2

QR+ Desktop

Visit quadrealplus.com. The navigation bar is located along the left hand side of the page.



For technical issues concerning QuadReal+ email: 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: _____

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, 25th 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.

Security Services Request Form

Thank you for choosing Guardteck to provide your security needs. In order for us to book and accommodate the security coverage you require, please complete this form and return it to your point of contact. Note: work should be scheduled with 7-days' notice. Any work booked within 48-hours will result in overtime billing rates (1.5 X the Hourly Bill Rate). We will always do our very best to accommodate your requests as quickly as possible. STAT Holiday rates are calculated at 2.5 X the hourly Bill Rate. All work will be billed at minimum for 4-hours. Hours extend over the original booking times will be billed at Overtime Rates.

Once completed, please return to Vishal Vishal via email at v.vishal@guardteck.com

Rate Details: Hourly Bill Rate: \$ 33.55 Overtime Billing Rate: \$ 50.325 Stat Billing Rate: \$83.875

Payment Terms: ☒ Due Upon Receipt ☐ Net 15 ☐ Net 30 ☐ Other: _____

Please ensure that all sections below are completed and as detailed as possible to prevent any delay in processing.

Bill to:

Company Name: _____

Address (and unit #): _____

Contact Name: _____

Phone Number: _____

Email: _____

Ship To:

Store Name: _____

Address (and unit #): _____

Contact Name: _____

Phone number: _____

Email: _____

Payment Details:

Preferred Method of Payment: ☐ Check ☐ EFT

☐ Credit Card Card Number: _____ Expiry Date: _____

Work Details:

Description of work required (As descriptive as possible):

Date(s) and Time(s) required for coverage: _____

Name of Person Requesting Coverage: _____

Date: _____ Signature: _____

FOR OFFICE USE ONLY

Approved: ☐ Yes ☐ No

Approved by: _____ Signature: _____

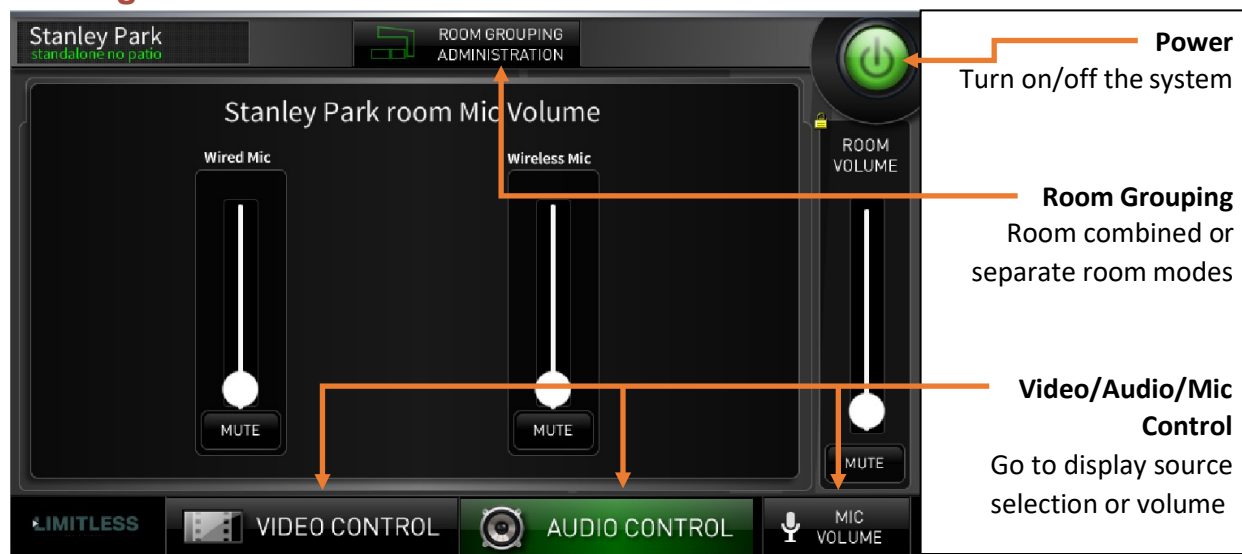
Date: _____

Reason Denied: _____ Date Denied: _____

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 25th 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

Wired Mic Wireless Mic

MUTE MUTE MUTE

Patio Mic

TRUE //
NORTH

Q -Emergency Exits

- Planters

lii -N/A

Divider open: 2,080 sqft

