

# INTACT PLACE CONFERENCE CENTRE INFORMATION



**311/321 6th Avenue SW  
Calgary, AB  
T2P 3H3**



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## General Information

The Intact Place Conference Centre was designed to accommodate the tenants of Intact Place. Tenants may book functions up to 6 months in advance. Intact Place tenants can use the meeting rooms free of charge. The Conference Centre can be booked no later than 2 business days in advance. Availability can be viewed on our website, [www.intactplacecalgary.com](http://www.intactplacecalgary.com) under the Conference Centre tab.

## Meeting Room Features

The Intact Place Conference Centre includes two spacious rooms that may be configured to fit 12 people to 36 people. Both rooms have state-of-the-art audio visual equipment, access to internet, as well as teleconferencing capabilities.

Meeting room A includes:

- 1 HD projection screen
- 1 podium
- Polycom conference phone

Meeting room B includes:

- 1 HD projection screen
- 1 podium
- Polycom conference phone

*Please note:* Tenants will be required to provide their own laptop computer for presentations.



## Meeting Rooms Set-up and Capacity

Set up	Room A	Room B
U shape	20 seats	12 seats
Classroom	16 seats	12 seats
Boardroom	20 seats	12 seats
Theatre	36 seats	20 seats

## Bookings Sessions

The sessions available for booking are as follows:

Session A	Session B	Session C	Session D
8:00 am to 4:30 pm	11:00 am to 1:30 pm	8:00 am to 12:00 pm or 12:30 pm to 4:30 pm	After 5:00 pm Subject to approval



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## Booking Information

Tenants can book a meeting in the Intact Place Conference Centre online via the Intact Place website—[www.intactplacecalgary.com](http://www.intactplacecalgary.com) - with a username and password as assigned by the website administrator/Tenant Relations Manager. Meetings can also be booked by contacting Tenant Relations Manager Simona Berneanu directly at

Phone: 403-202-7559

Email: [Simona.berneanu@quadreal.com](mailto:Simona.berneanu@quadreal.com)

Once logged in, the user will select a date that is available, complete the booking form with all required information. Once the booking was submitted, the reservation will be confirmed with an automatic email generated by the website.

Please note that any other expenses incurred by the user (i.e. long-distance phone calls, additional cleaning, damages , etc.) will be charged back to the user at cost plus an administration fee.

If there are any changes to be made with times dates or details, contact Tenant Relations Manager, Simona Berneanu at 403-202-7559.

## After Hours Functions

If you are planning an after business hours event in the Conference Centre, please contact the Tenant Relations Manager to consult with planning.

All after hours functions will be billed full charges of \$500.00 for a maximum of 4 hours. This real cost will cover security, cleaning and HVAC etc.

All other expenses incurred by an after hours function, will be charged to the user at cost plus an administration fee of 15%.

Any changes to an after hours booking reservation must be finalized with the Conference Centre no later than one (1) week prior to the function.

Intact Place tenants or any other group using the Conference Centre are responsible for any damages incurred during their function. Any user with outstanding invoices from the Conference Centre may be denied further access to the Centre until arrears are paid in full.

There is absolutely NO SMOKING in the Conference Centre. There are designated areas outside of the building.

Conference Centre management has the right to restrict or suspend any tenant accessing the Conference Centre for not respecting the above rules and regulations.



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