

Jamieson Place Conference Centre Information



A SUCCESSFUL BUSINESS
MEETING VENUE THAT
WILL SUIT YOUR EVERY
REQUIREMENT



Jamieson Place Conference Centre

A great venue for business meetings

Jamieson Place 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 the facility and service information you require to plan and hold your meeting or event.

Meeting room features

The Jamieson Place Conference Centre is located on the 3rd floor and includes two spacious rooms that may be combined into one large meeting room. The rooms are separated by a soundproof operable wall and may be configured to fit up to 120 people. Both rooms have audio and visual equipment and access to the internet, as well as video and teleconferencing capabilities. Tenants only need to supply a laptop computer should they require one for presentations.

Meeting room A includes:

- 1 projection screen
- 1 Sony HD Projector
- 1 podium
- 2 - 60" Sharp LED Panel TV's
- Wireless microphone system

Meeting room B includes:

- 1 projection screen
- 1 Sony HD Projector
- 1 podium
- 2 - 60" Sharp LED Panel TV's
- Wireless microphone system

The kitchen area includes:

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



A FULL-SERVICE,
PROFESSIONAL CENTRE
TO MEET ALL OF YOUR
BUSINESS MEETING NEEDS

Jamieson Place Conference Centre

Booking information for events

Jamieson Place tenants have priority use of the conference centre. They can book space up to six months in advance or with at least 48 hours notice; there is no booking fee for Jamieson Place occupants.

If available, the Conference Centre can be booked by non Jamieson Place residents providing they reside in another office building managed by QuadReal Property Group LP.

For more information please contact Tenant Relations Manager, Simona Berneanu at 403-202-7559 or simona.berneanu@quadreal.com.

Making a booking

Jamieson Place residents can make a booking by:

- Signing in the Conference Centre Bookings Login of our website www.jamiesonplace.com. The online booking page is located under the Tenants tab of our website menu;
- For extra enquiries or assistance, contact Simona Berneanu directly at 403-202-7559 or at simona.berneanu@quadreal.com.

Non-resident bookings and after hours bookings can be made by contacting the Tenant Relations Manager directly. The reservation and details will be reconfirmed one week before the booked date. If any changes are required, contact the Tenant Relations Manager.



SOUNDPROOF ROOMS
WITH AUDIO VISUAL
EQUIPMENT CONFIGURED
TO YOUR NEEDS

Jamieson Place Conference Centre

Meeting room specifications

Room capacity

Setup	Room A	Room B	Room A, B
U shape	28 seats	20 seats	56 seats
Classroom	36 seats	24 seats	66 seats
Boardroom	22 seats	18 seats	52 seats
Theatre	70 seats	49 seats	120 seats

Booking rates and times for non-Jamieson Place tenants*

Meeting Rooms	Session A	Session B	Session C
	8:00 am to 4:30 pm	11:00 am to 1:30 pm	8:00 am to 12:00 pm
			1:00 pm to 4:30 pm
Room A	\$200	\$150	\$150
Room B	\$200	\$150	\$150
Room A and B	\$400	\$300	\$300

* Rooms will be available a half hour before the scheduled time to allow for set up..

Cancellation policy

- 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.

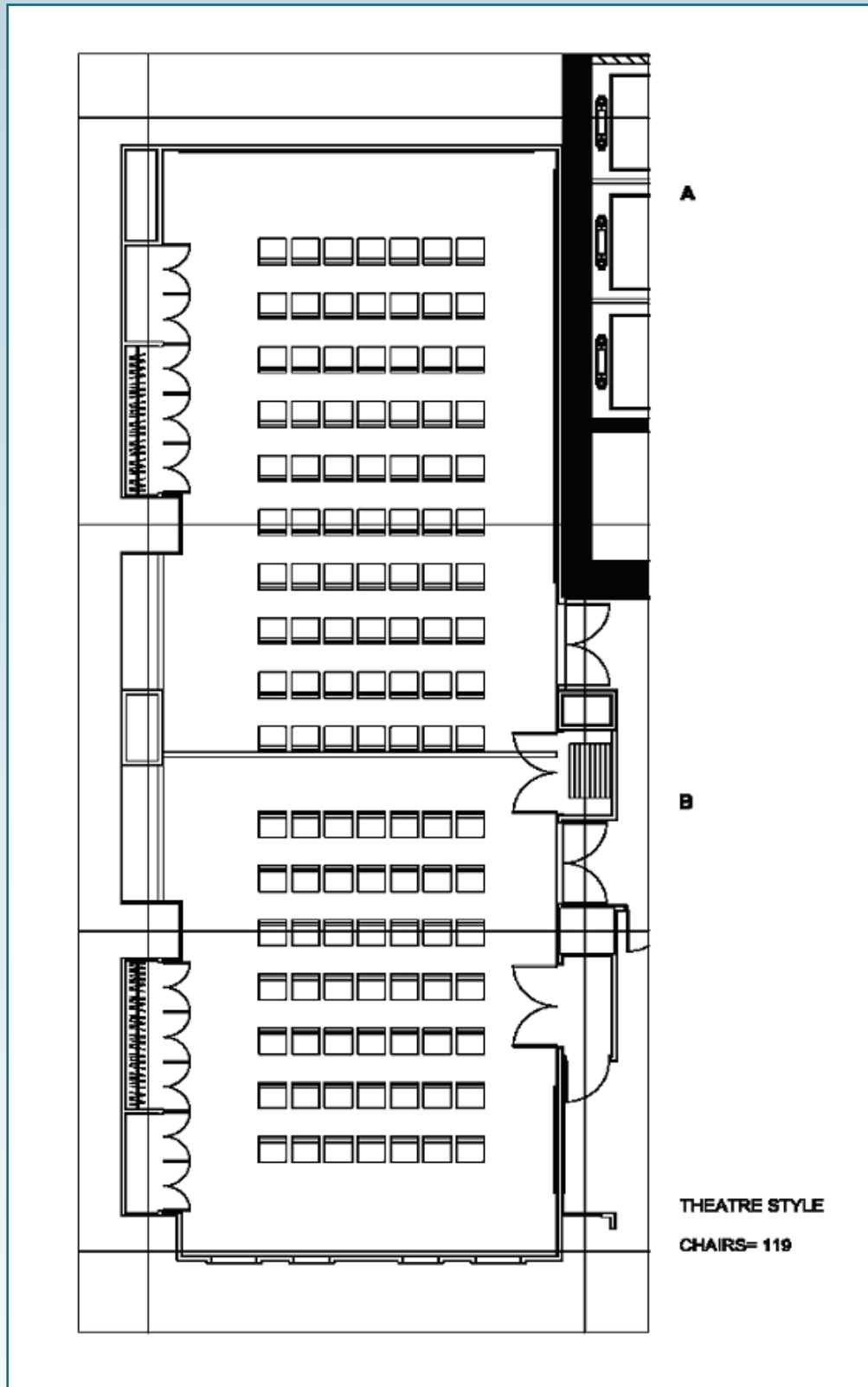
Set-up options include:

- Theatre style
- Classroom
- U-shaped
- Boardroom style

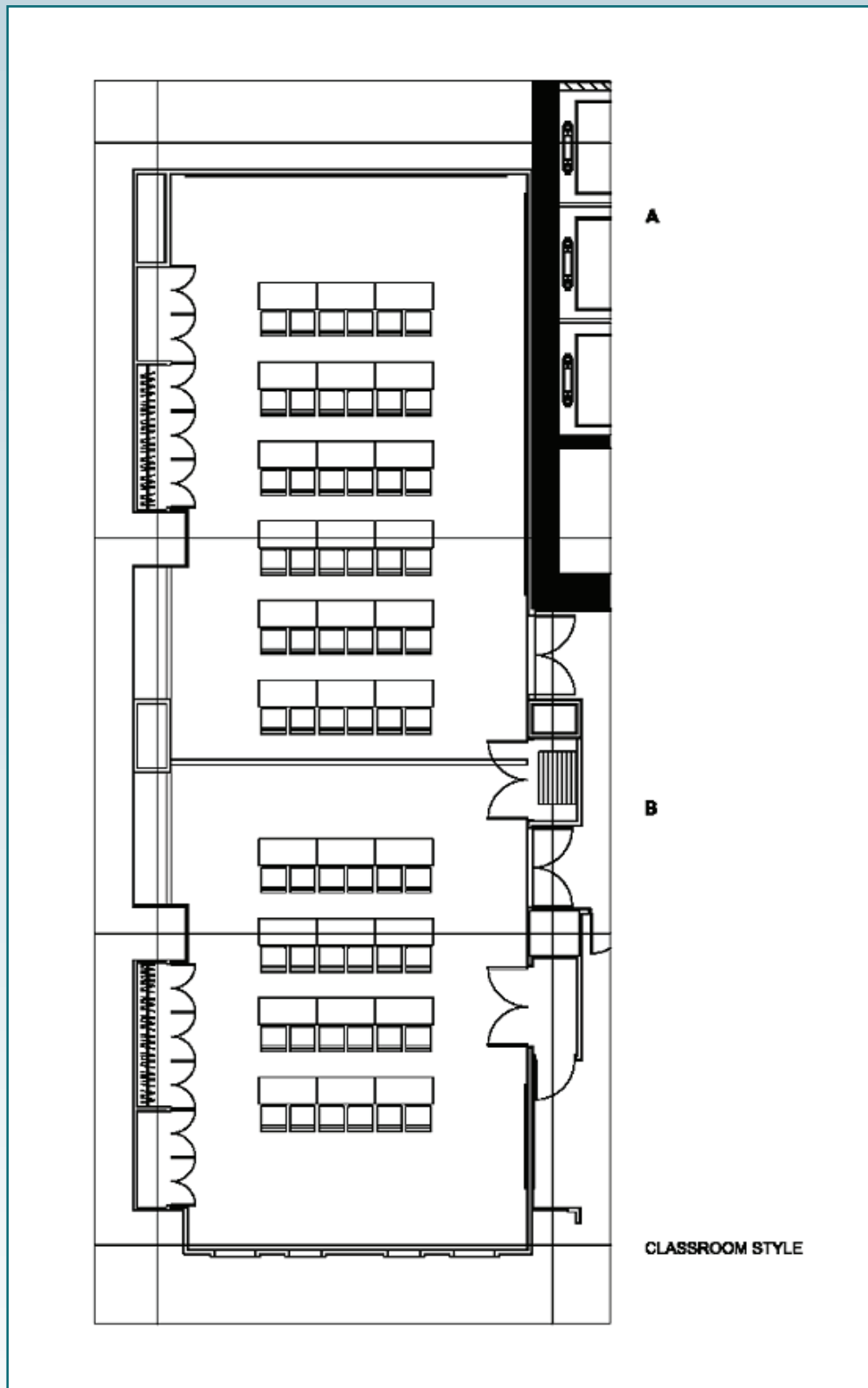
Terms and conditions

- Jamieson Place tenants or any other group using the Conference Centre are responsible for any damages incurred during their function.
- The users must ensure that caterers remove all dishes, equipment etc.; and place garbage waste and bottles in the waste bins and the recycling bins that have been provided. Additional cleaning charges may apply.

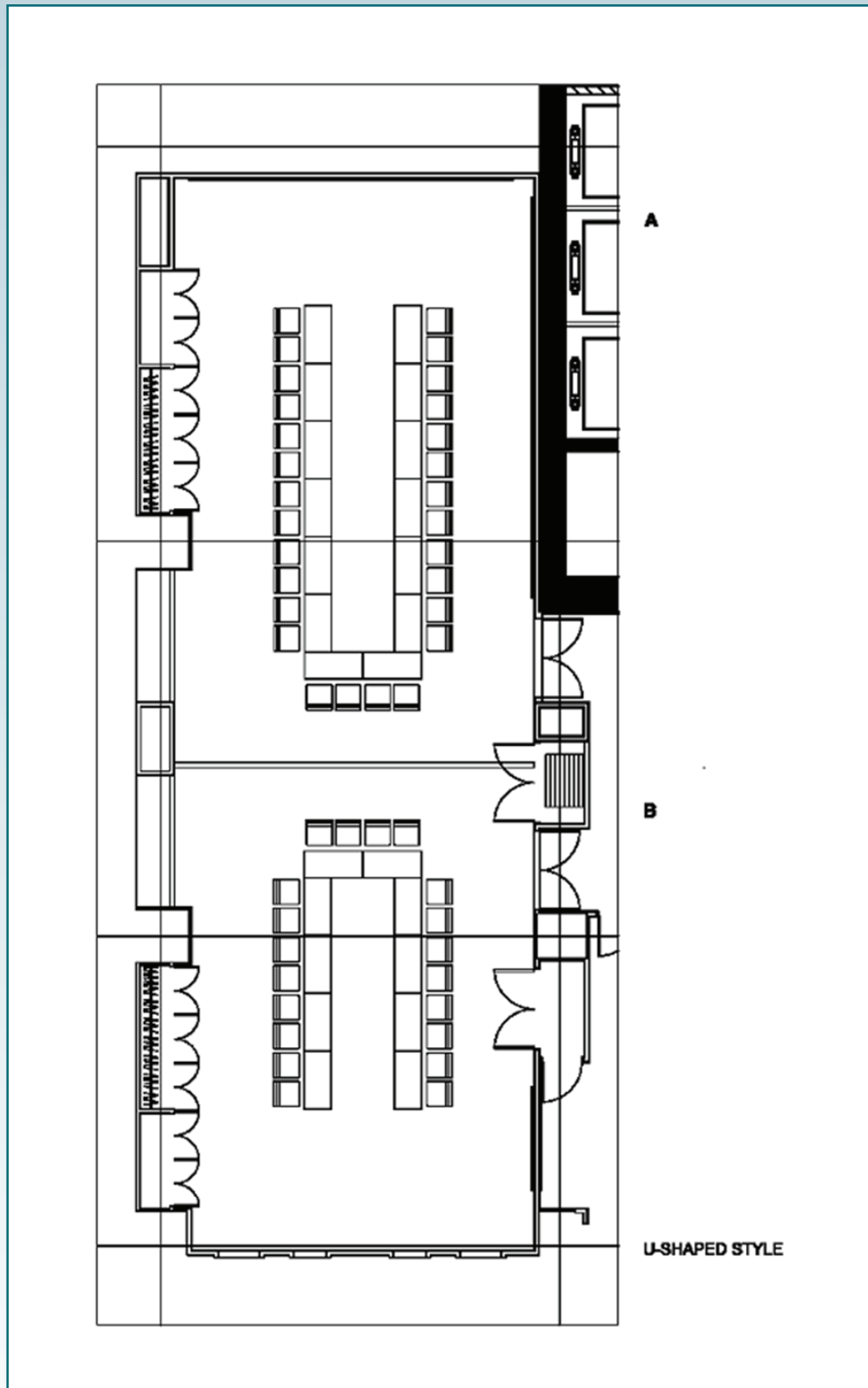
Theatre setup



Classroom setup



U-Shaped setup



Boardroom setup

