



## Jamieson Place

# CONFERENCE CENTRE

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 all the information you require to plan and host your meeting or event.

v. 06\_2021



# MEETING ROOM FEATURES

The Jamieson Place Conference Centre is located on the 3rd floor and is open for bookings Monday to Friday from 8 a.m.-4:30 p.m., closed on weekends and holidays.



## Audio/Visual / Internet

Audio/visual equipment and internet access are provided, as well as video and teleconferencing capabilities. Users only need to supply a laptop computer should they require one.

Each of the two meeting rooms includes:

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

## Kitchenette

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

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

## Catering

Users can hire any vendor 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 large catering orders, please use the service elevator.

# REQUEST A BOOKING

Jamieson Place Tenants have priority use of the Conference Centre at no booking fee. With a minimum 48-hour notice, Jamieson Place 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 reservation, you will receive a reservation confirmation email informing you that your request has been received.
- 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 Hazel Hannivan, Conference Centre Concierge at [concierge.yyc@quadreal.com](mailto:concierge.yyc@quadreal.com) or at 403-370-7145.

QuadReal+



## Reservations for non-Jamieson Place tenants

The Conference Centre can be reserved by non-Jamieson Place residents providing they reside in another office building managed by QuadReal Property Group LP. The reservation fee for non-residents is \$50/hr. + GST.

To inquire about availability and request a reservation, please contact Hazel Hannivan, Conference Centre Concierge at 403-370-7145 or at [concierge.yyc@quadreal.com](mailto:concierge.yyc@quadreal.com).

### Cancellation policy for non-Tenants

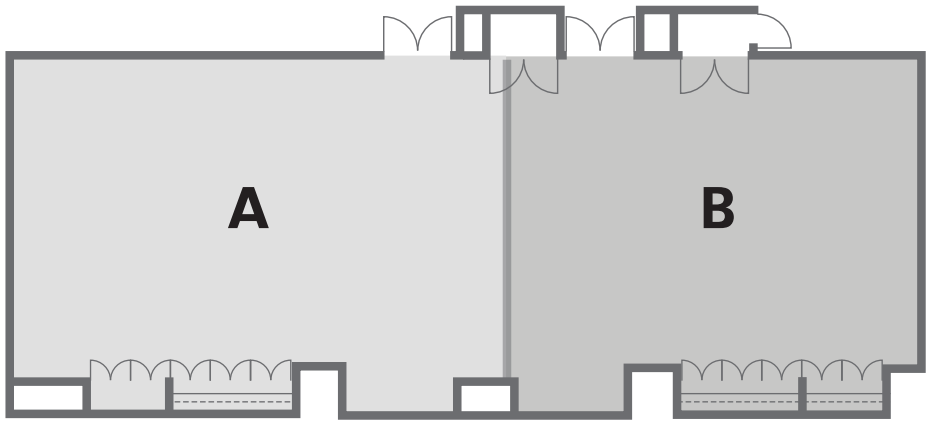
- Up to 5 days before your event, 50% of room fee will be charged.
- Less than 5 days before your event, 100% of room fee will be charged.

## 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.

# 2 SPACIOUS MEETING ROOMS

Use individually or combined into one large meeting room to accommodate up to 120 attendees.



## Meeting Room Capacity

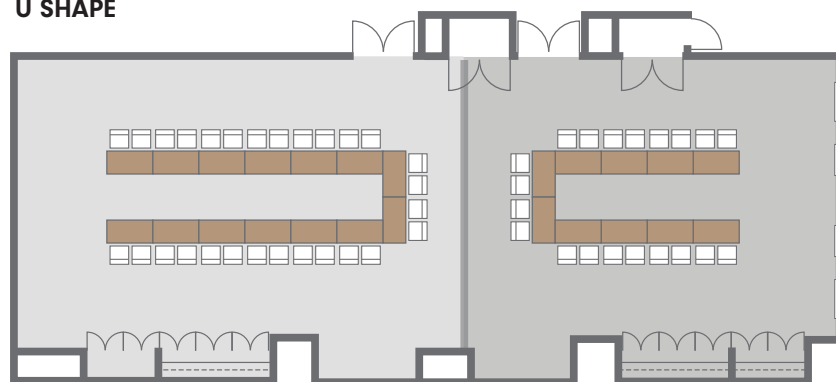
	ROOM A	ROOM B	ROOM A, B
U Shape	28 seats	20 seats	56 seats
Classroom	36 seats	24 seats	66 seats
Boardroom	22 seats	18 seats	50 seats
Theatre	70 seats	49 seats	119 seats



# LAYOUT OPTIONS

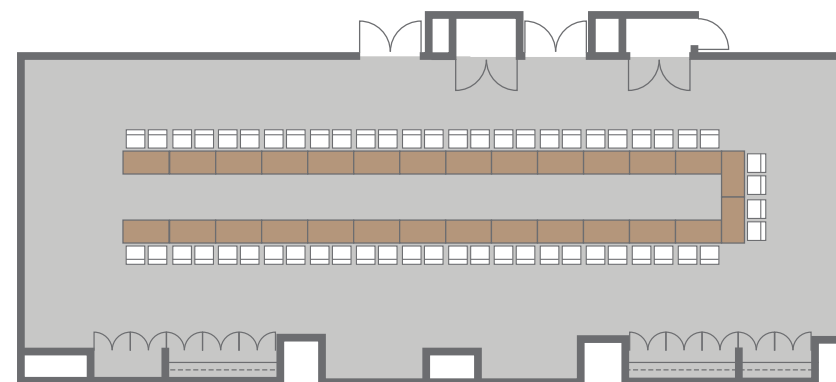


## U SHAPE



**A** 28 seats

**B** 20 seats



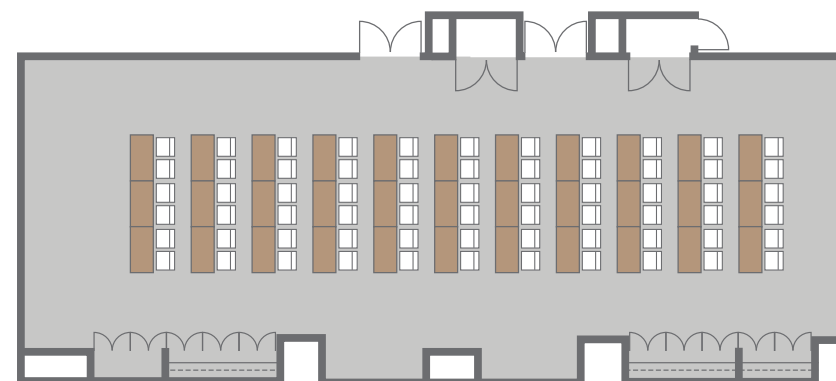
**A&B** 56 seats

## CLASSROOM



**A** 36 seats

**B** 24 seats

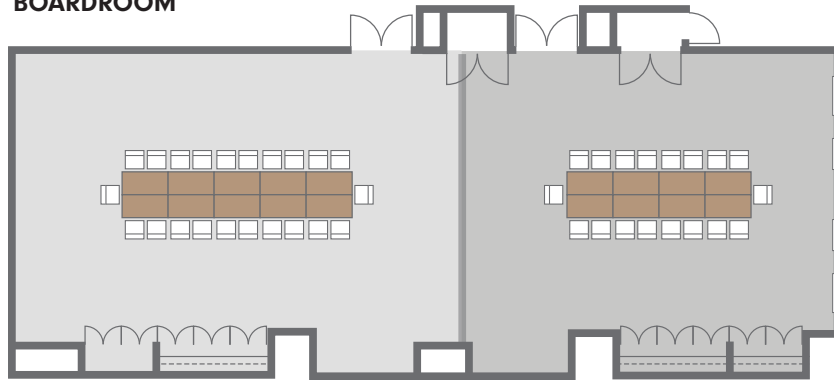


**A&B** 66 seats

# LAYOUT OPTIONS

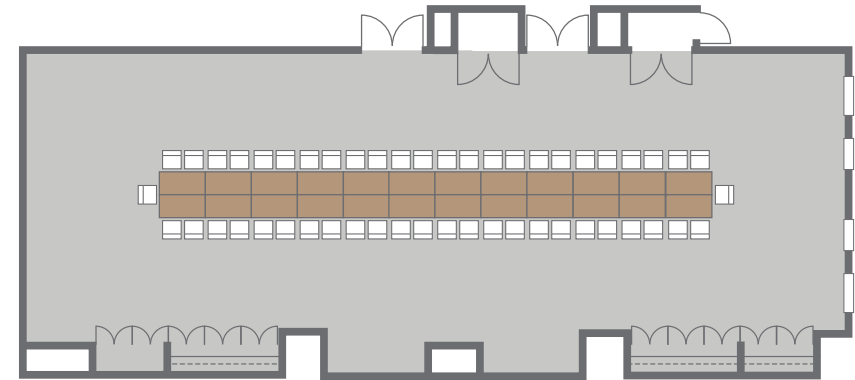


## BOARDROOM



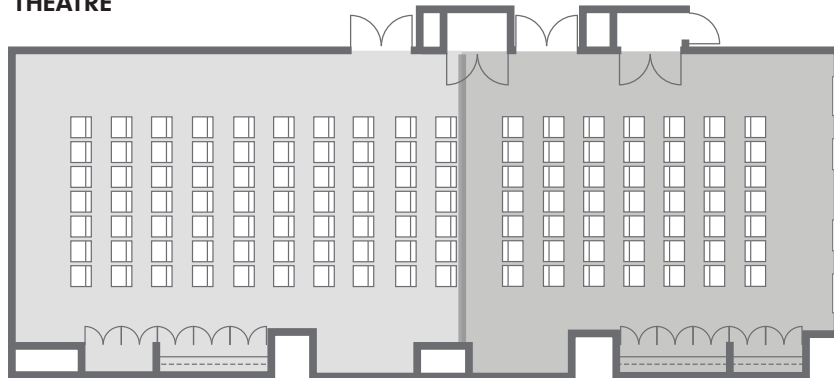
**A** 22 seats

**B** 18 seats



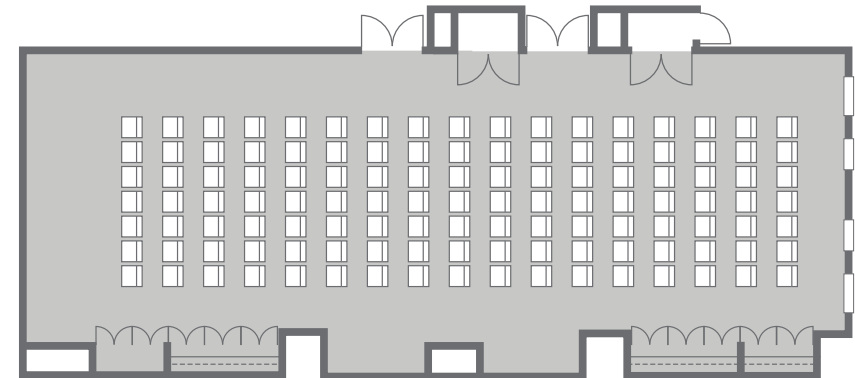
**A&B** 50 seats

## THEATRE



**A** 70 seats

**B** 49 seats



**A&B** 119 seats