



## 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

Please view the annex at the end of this guide for current Conference Centre operating procedures.  
We strongly recommend that you plan your meeting with a reduced room capacity in mind.



# 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 by contacting the Tenant Relations Manager, Simona Berneanu at 403-202-7559 or via email at [simona.berneanu@quadreal.com](mailto:simona.berneanu@quadreal.com).



## 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 Tenant Relations Manager, Simona Berneanu at 403-202-7559 or via email at [simona.berneanu@quadreal.com](mailto:simona.berneanu@quadreal.com).

### Cancellation policy for non-Tenants

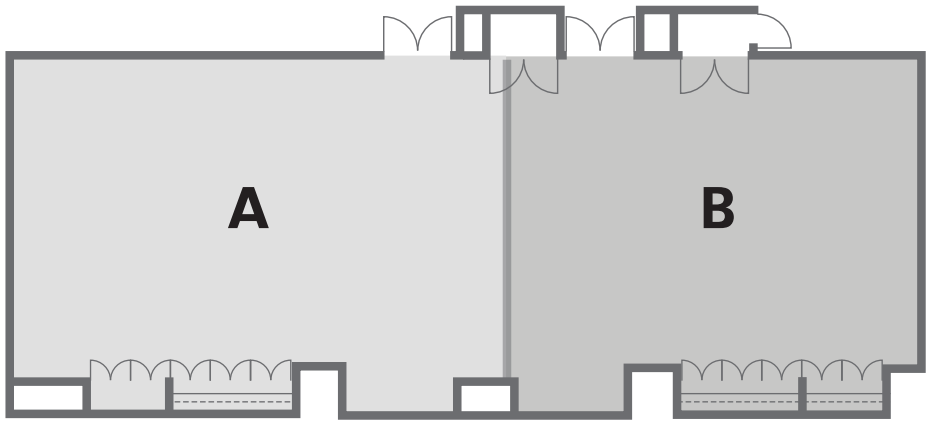
- Up to 5 days before your event, 50% of room fee will be charged.
- Less than 5 days before your event, 100% of room fee will be charged.

## 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

Reduced maximum capacity is recommended. Please view the annex at the end of this Guide for more information.

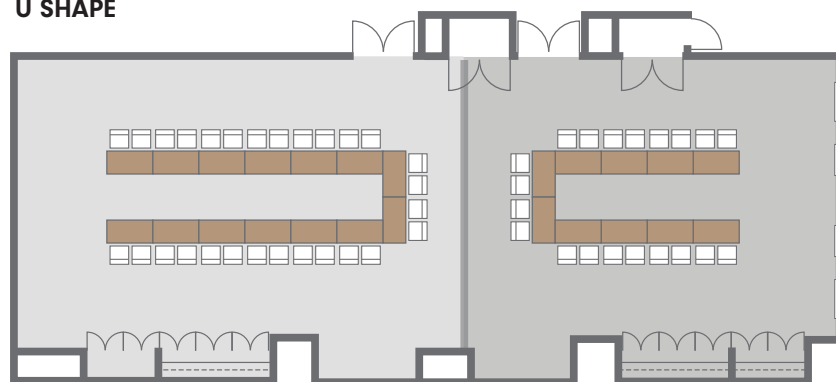


# LAYOUT OPTIONS



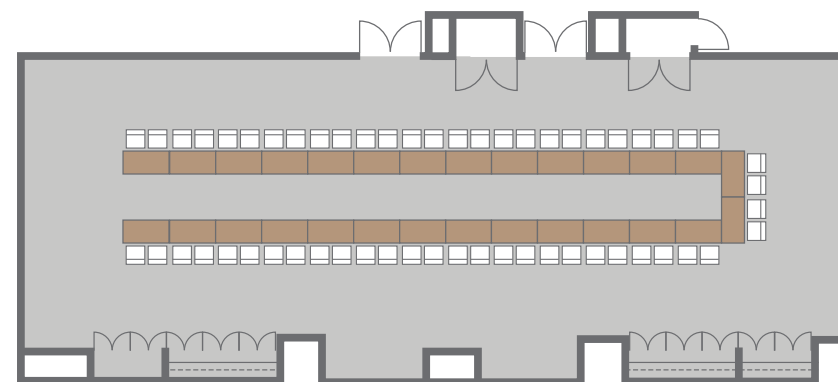
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## U SHAPE



**A** 28 seats

**B** 20 seats



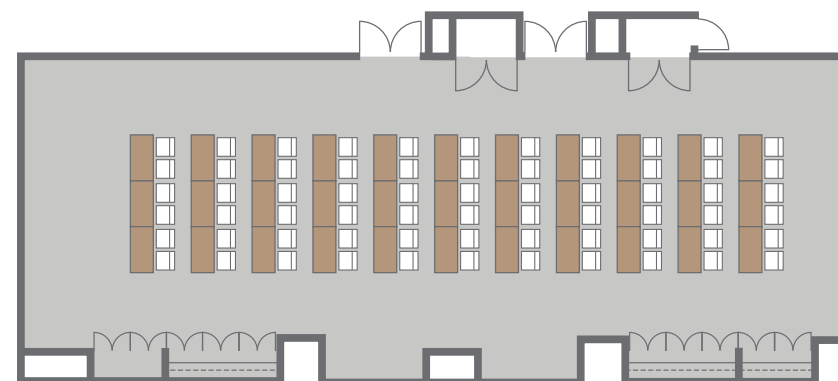
**A&B** 56 seats

## CLASSROOM



**A** 36 seats

**B** 24 seats



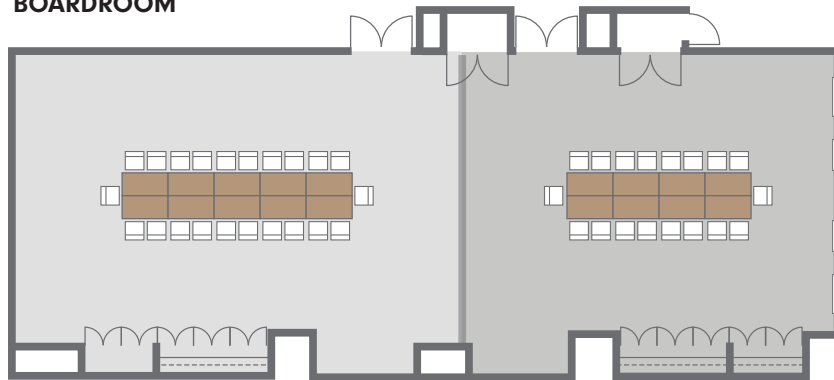
**A&B** 66 seats

# LAYOUT OPTIONS



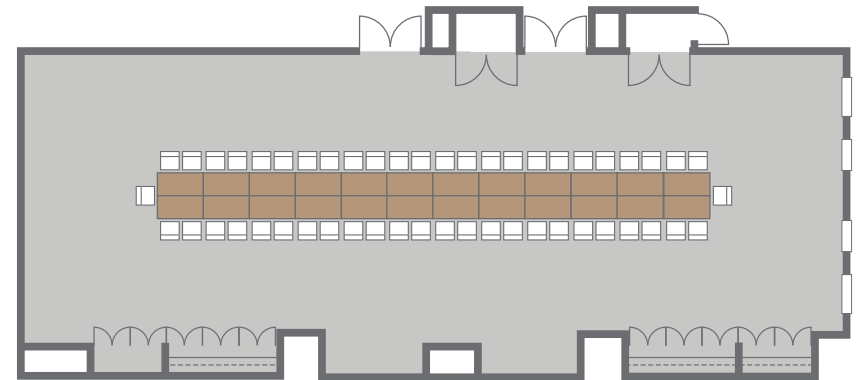
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## BOARDROOM



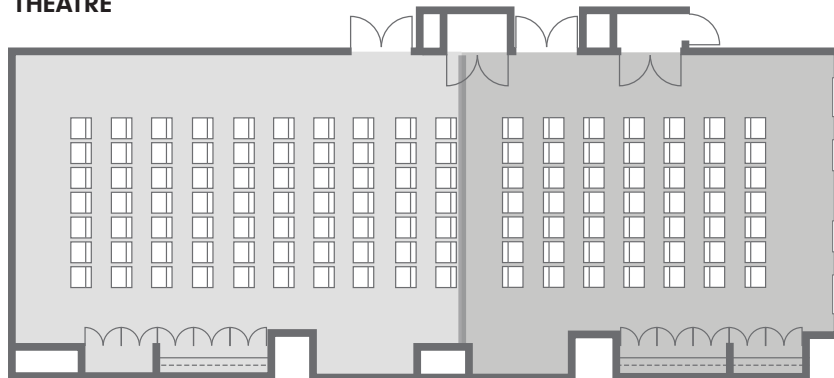
**A** 22 seats

**B** 18 seats



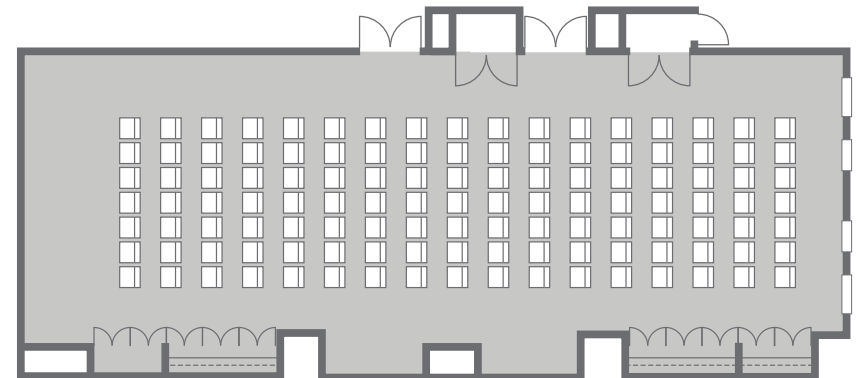
**A&B** 50 seats

## THEATRE



**A** 70 seats

**B** 49 seats



**A&B** 119 seats

# REOPENING CONSIDERATIONS

We are pleased to reopen our Conference Centre and are taking a cautious approach over the summer months and recommend that you plan your meeting with a reduced room capacity in mind.

## Best Practices

Please consider the following best practice examples for your successful meetings and events:

- We strongly recommend that you plan your meeting with a reduced room capacity in mind.
- For everyone's convenience and safety, hand sanitizer stations have been placed in the Conference Centre lobby and all attendees are required to use the stations prior to entering the amenity.
- All meeting materials, catering items and tools will be removed from the meeting room at the end of your meeting.
- Please dispose the recyclables in the appropriate bin in the room at the end of your meeting.

## Cleaning Protocol

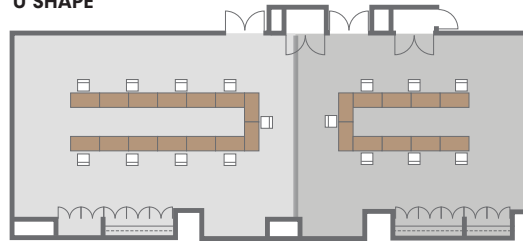
The following cleaning protocol in the Conference Centre has been implemented with your well-being and safety in mind. Before every meeting, the cleaning staff will complete the following cleaning tasks inside the Conference Centre:

- All high-touch points including tables, chairs, doorknobs, light switches, AV equipment will be damp wiped using a disinfecting agent.
- All waste and recycling receptacles will be emptied, and liners replaced as necessary.
- Hard surface floors will be swept and mopped wall to wall.
- Carpets will be vacuumed wall to wall.

# BOARDROOMS LIMITED CAPACITY

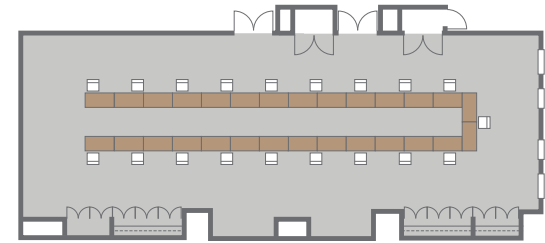
Please consider these set up styles and their maximum capacity when planning your meeting.

## U SHAPE



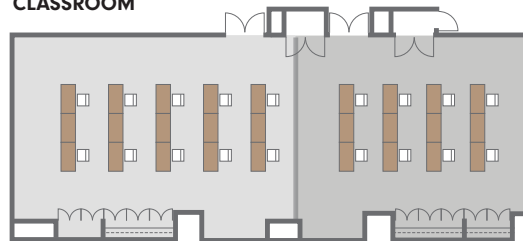
A 9 seats

B 7 seats



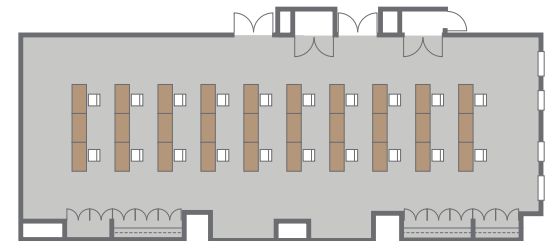
A&amp;B 17 seats

## CLASSROOM



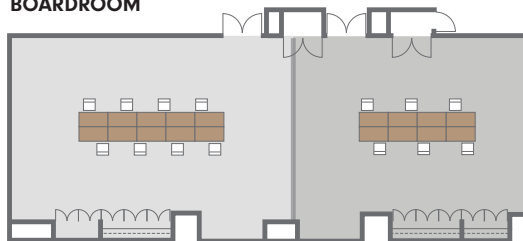
A 10 seats

B 8 seats



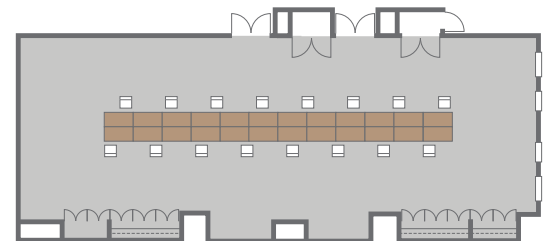
A&amp;B 20 seats

## BOARDROOM



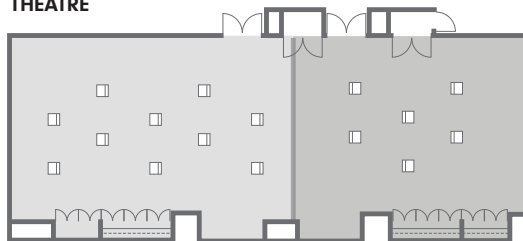
A 8 seats

B 6 seats



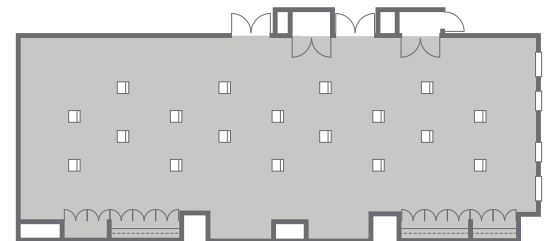
A&amp;B 16 seats

## THEATRE



A 10 seats

B 6 seats



A&amp;B 18 seats