

IMPORTANT: Re: Suite 1575 - comprising of approximately 1,773 square feet, (the “Conference Centre”) located at 666 Park Place, Vancouver, B.C.

Tenant Company name:		Suite No:
Tenant representative first and last name:		Title:
Telephone:	Email address:	
Date Required (booking allowed up to 60 days in advance, maximum of 56 - theatre style setup) dd-mm-yyyy:		
Start time:		End time:
Number of attendees:		
Additional information:		
Set-up (*Additional participants can be accommodated at the perimeter round tables)	U-shape 30 people* <input type="checkbox"/>	Classroom: 32 people* <input type="checkbox"/>
		Theatre: 56 people <input type="checkbox"/>

CONFERENCE CENTRE POLICY

The upkeep of the Park Place Conference Centre will require cooperation from tenants using the facility. At the conclusion of your meeting, please complete the following:

- Dispose of waste in the designated containers
- Remove food, beverage and meeting materials and supplies
- Ensure meeting display content properly removed from the screen
- Advise QuadReal Property Group of any damaged furniture or equipment via email or phone

QuadReal Property Group has the right to cancel a reservation on 24 hours notice. The Conference Centre Policy continues on next page. We undertake to return the Conference Centre and its contents complete and in good condition, and agree with the terms and conditions attached under Schedule “A”, herein. Fees or charges may apply in the event of loss, cost, expense or damage to the equipment or Conference Centre. The keys must be returned to Security immediately following the use of the Conference Centre.

The Park Place Conference Centre Room is fully equipped with tables, chairs, audio/video system, kitchen, including; refrigerator and microwave. For reservations, please complete this form and submit to as a Tenant Request to QuadRealCONNECT service@quadrealconnect.com. A confirmation will be provided to the tenant. **Please ensure to also make a booking request via the QuadReal+ app. For your organization's unique registration code, please contact your office administrator.**

- Cancellation of a reservation requires minimum 48 hour notice, please contact QuadReal CONNECT by logging in or email/phone service@quadrealconnect.com or 1-877-977-2262.
- Located on the 15th floor, Suite 1575.
- Hours: 8:00am to 5:00pm Monday-Friday only; Closed on weekends and statutory holidays
- Conference Centre is exclusively available to immediate Park Place Tenants only
- Meeting Room Maximum Capacity – 56

This facility is not to be used for social events, paid training courses or solicitation services of any kind.

Signature:	Date submitted dd-mm-yyyy:
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This section of the form is to be completed by the management office.

Received by:	Date dd-mm-yyyy:	Time:
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QuadReal Property Group (your contact information here)

SCHEDULE “A” TERMS AND CONDITIONS

1. QuadReal shall be entitled to charge a fee in accordance with market rate from time to time.
2. The Tenant acknowledges that no tenancy is created by virtue of this Agreement and that the Landlord is not responsible for providing anything other than the use of the Conference Centre, for the designated hours, as referred to in the PPBB, herein.
3. The Tenant agrees that neither 1672 HOLDINGS LTD (the “Landlord”), nor QuadReal shall not be liable for any bodily injury to or death of, or loss or damage to any property belonging to, the Tenant or its employees, invitees or licensees or any other person in, on or about the Conference Centre and the Building whatsoever and in no event shall the Landlord or QuadReal be liable:
 - i) for any damage which is caused by steam, water, rain or snow which may leak into the Conference Centre from any part of the Building or from the pipes or plumbing system, including the sprinkler system, or from any other place or for any damage caused by or attributable to the condition or arrangement of sprinkler heads or for any damage caused by anything done or omitted by any tenant or person;
 - ii) for any act or omission (including theft, malfeasance or negligence) on the part of any agent, contractor or person from time to time employed by the Landlord or QuadReal to perform janitorial services, security services, supervision or any other work in or about the Conference Centre or the Building;
 - iii) for loss or damage, howsoever caused, to merchandise, stock in trade, money, securities, negotiable instruments, papers or other valuables of the Tenant; or
 - iv) for any interruption of, or interference with, the Tenant’s use and occupancy of the Conference Centre which is beyond the reasonable control of the Landlord and or QuadReal.
4. The Tenant agrees to indemnify and save harmless the Landlord and QuadReal in respect of:
 - i) all claims for bodily injury or death, property damage or other loss or damage arising from the conduct of any work by or any act or omission of the Tenant or any agent, employee, contractor, invitee or licensee of the Tenant, and in respect of all costs, expenses and liabilities incurred by the Landlord in connection with or arising out of all such claims, including the expenses of any action or proceeding pertaining thereto;
 - ii) any loss, cost, expense or damage suffered or incurred by the Landlord or QuadReal to the Equipment in the Conference Centre or any loss cost expense or damage suffered arising from any breach by the Tenant of any of its covenants and obligations under this Agreement; and
 - iii) all costs, expenses and reasonable legal fees that may be incurred or paid by the Landlord in enforcing against the Tenant the covenants, agreements and representations of the Tenant set out in this Agreement.
5. The Tenant shall not under any circumstance use the Conference Centre for any purpose except as set out in this Agreement. In no event shall the Tenant transport in or onto the Building (including, without limitation, the Conference Centre) any hazardous materials, as such may be defined in any applicable legislation or government regulation.
6. The Landlord and or QuadReal shall have the right to enter into the Conference Centre at any time during the usual business hours of the Building to show the Conference Centre to prospective tenants of the Building.
7. The Tenant to undertake to return the Conference Centre and its contents complete and in good condition.
8. The Tenant shall not under any circumstances assign or transfer the use of the Conference Centre to any other party.

Signature:

Date submitted dd-mm-yyyy:

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Received by:

Date dd-mm-yyyy:

Time:

QuadReal Property Group (your contact information here)