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Conference Centre Bookings

Bookings for the conference room is allocated by a point system. Each half a day is one (1) point for one (1) room. It is two (2) points to book one (1) room for one full day. If a conference room is not being used, and is not booked, please contact the Concierge and/or the Property Manager to see if you are able to book the room.

Points will not be used for last minute bookings provided the meeting room is available. Each tenant is allocated points based off their proportionate share of leasable space within the building, because of this the tenant representative must be the individual or provide authorization for the conference room(s) booking.

Company: **Phone Number:**

Contact Name: **Email Address:**

Requested Date(s):

Room(s): Please check the room to book. Rooms can be booked individually or combined as two or all three (with a max. capacity of 80 people).

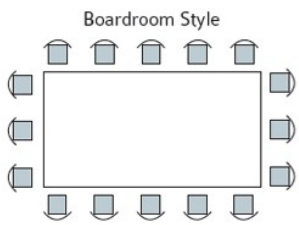
☐ Jasper (capacity 22) ☐ Banff (Capacity 22) ☐ Kananaskis (Capacity 22)* **Time:**

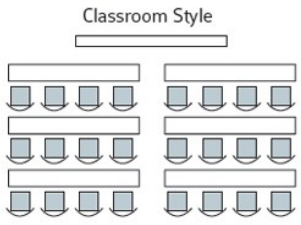
☐ Half Day AM (7:00am to 12:00pm) ☐ Half Day PM (12:30pm to 5:00pm) ☐ Full Day (7:00am to 5:00pm) **Set Up**

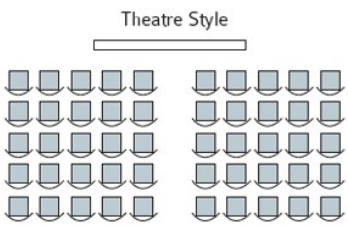
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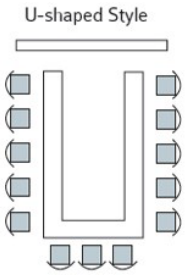
☐ U-Shape ☐ Classroom ☐ Boardroom

☐ Theatre ☐ Standing ☐ Other (Please Specify)









Please circle all that are required:

Mic for Podium with Gooseneck and Flange Mounting:	**Y**	**N**
Handheld Microphone:	**Y**	**N**
Video Conferencing	**Y**	**N**
Screen & Projector	**Y**	**N**
Video Conferencing	**Y**	**N**
Kitchenette	**Y**	**N**
Catering	**Y**	**N**

*The Kananaskis room has the kitchenette and is the only room with video conferencing available.

Rules and Regulations

- All tenants and their employees must comply with the Conference Centre hours of operation. If the conference room is required outside of the times or on evenings, weekends or Statutory Holidays, special arrangements must be made with the Property Management Office.
- Be courteous and respectful in dealings with other tenants who may be using the other conference rooms.
- Treat all property and audio visual equipment in a proper manner to avoid damages.
- Clean up after garbage, dishes and audio visual equipment after each use of the conference rooms and the kitchenette.
- Coordinate with the Concierge and/or the Property Manager to arrange catering by a preferred caterer in the building. If a non-preferred caterer will be used, please give 48 hours notice to the Concierge and/or the Property Manager so they can familiarize the caterer with the building rules and regulations for delivery.
- Alcohol must not be consumed in the conference center, unless agreed upon by the Property Management Office and tenant has provided a copy of a liquor license or any other information reasonably required. (e.g. additional insurance).

Signature:

Date:

Please return signed form to the Lead Concierge.