

ROOM BOOKING INFORMATION



ROOM RENTAL SPECS

	Candle Room	Span Room	Candle / Span Room	Philae Room	Golden Room	L.F. Kristjanson Boardroom	Concourse (Room 210)	Atrium Business Centre Boardroom
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LAYOUTS AND CAPACITIES (NUMBER OF PEOPLE)

Theatre	50	50	120	30	-	20	-	-
Classroom Setup (with food)	30	30	80	20	30	16	-	-
Classroom Setup (without food)	40	40	90	20	30	16	-	-
Buffet	40	40	100	-	-	-	-	-
Boardroom	30	30	-	20	-	16	10*	10*
Square	-	-	-	20	20	16	-	-
U Shape	22	22	-	20	20	16	-	-

EQUIPMENT (INCLUDED AND AVAILABLE)

Phone	•	•	•	•	•	•	•	•
Conference Phone	available for a fee of \$15							
TV (wall mounted)	•	•	•	•	•	•	•	-
Sound System	•	•	•	-	-	-	-	-
Projector (includes screen)	available for a fee of \$50							
Projector Screen Only	available for a fee of \$15							

ROOM RENTAL RATES

Rates (in \$ dollars)	Candle Room	Span Room	Candle / Span Room	Philae Room	Golden Room	L.F. Kristjanson Boardroom	Concourse (Room 210)	Atrium Business Centre Boardroom
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TENANTS

MONDAY TO FRIDAY RATES

Full Day (4 - 8 hours)	135	135	275	105	105	-	-	-
Half Day (under 4 hours)	80	80	160	80	80	-	-	-
Overtime Hourly	50	50	100	50	50	-	-	-
Evening Hourly (after 5:00 pm) ⁺	50	50	100	50	50	-	-	-
Hourly	-	-	-	-	-	12	12	12 [#]

WEEKEND RATE

Full Day (maximum of 8 hours)	-	-	520	-	-	-	-	-
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NON TENANTS

MONDAY TO FRIDAY RATES

Full Day (4 - 8 hours)	260	260	525	205	205	-	-	-
Half Day (under 4 hours)	160	160	325	155	155	-	-	-
Overtime Hourly	100	100	200	100	100	-	-	-
Evening Hourly (after 5:00 pm) ⁺	100	100	200	100	100	-	-	-
Hourly	-	-	-	-	-	45	45	45

WEEKEND RATE

Full Day (maximum of 8 hours)	-	-	760	-	-	-	-	-
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ROOM CANCELLATION POLICY

The Candle and Span Rooms must be cancelled ten (10) business days^{*} prior to the scheduled event in order to avoid a cancellation penalty. The Golden and Philae Rooms must be cancelled five (5) business days^{*} prior to the scheduled event in order to avoid a cancellation penalty. All other rooms require two (2) business days^{*} prior to the scheduled event in order to avoid a cancellation penalty.

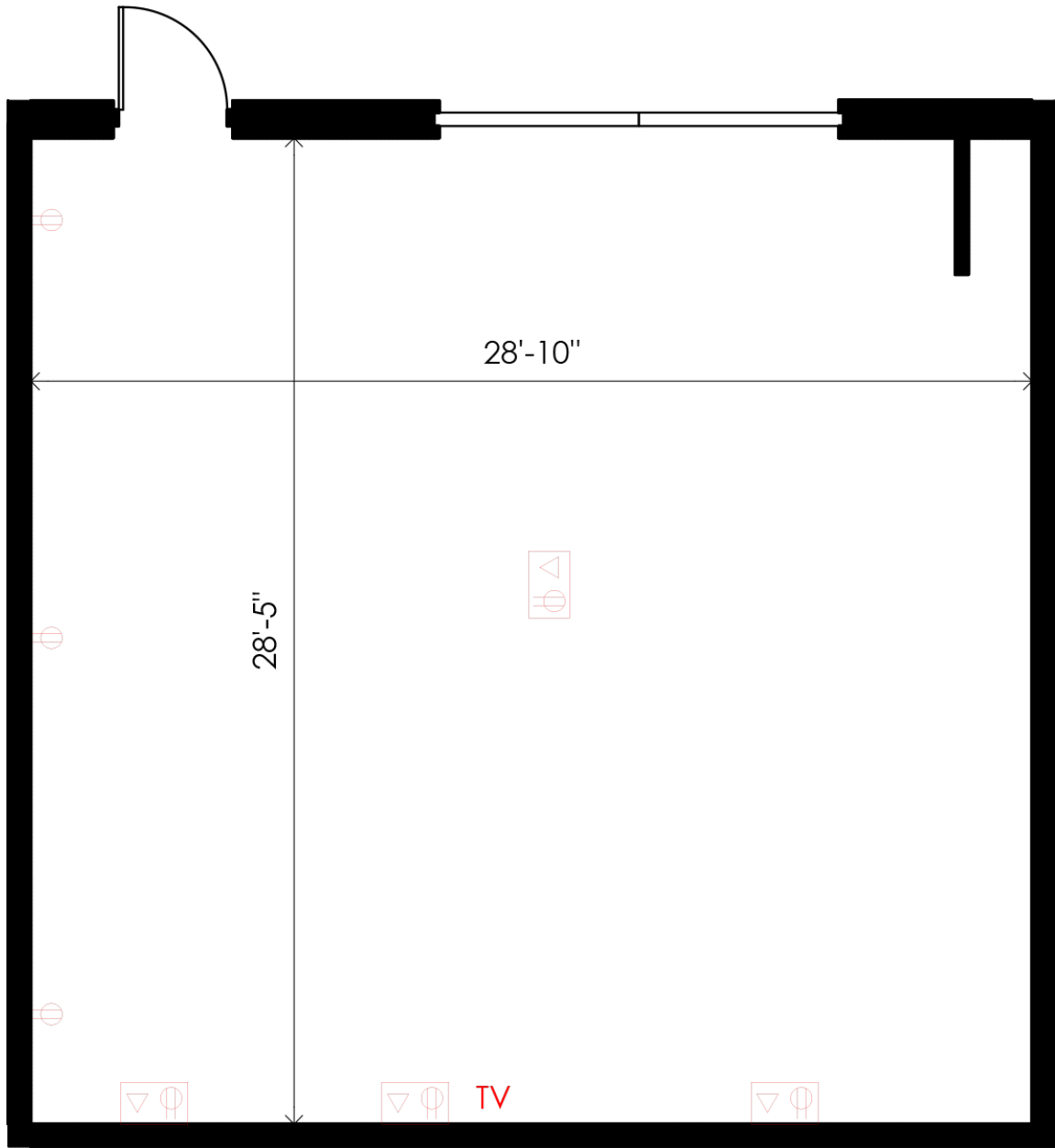
Late cancellations will be charged 50% of the total room rate.

⁺ price includes security and cleaning services up to 9:00 pm [#] available for free to any business centre tenant in the Atrium Business Centre

^{*} business days are considered Monday through Friday

CANDLE ROOM

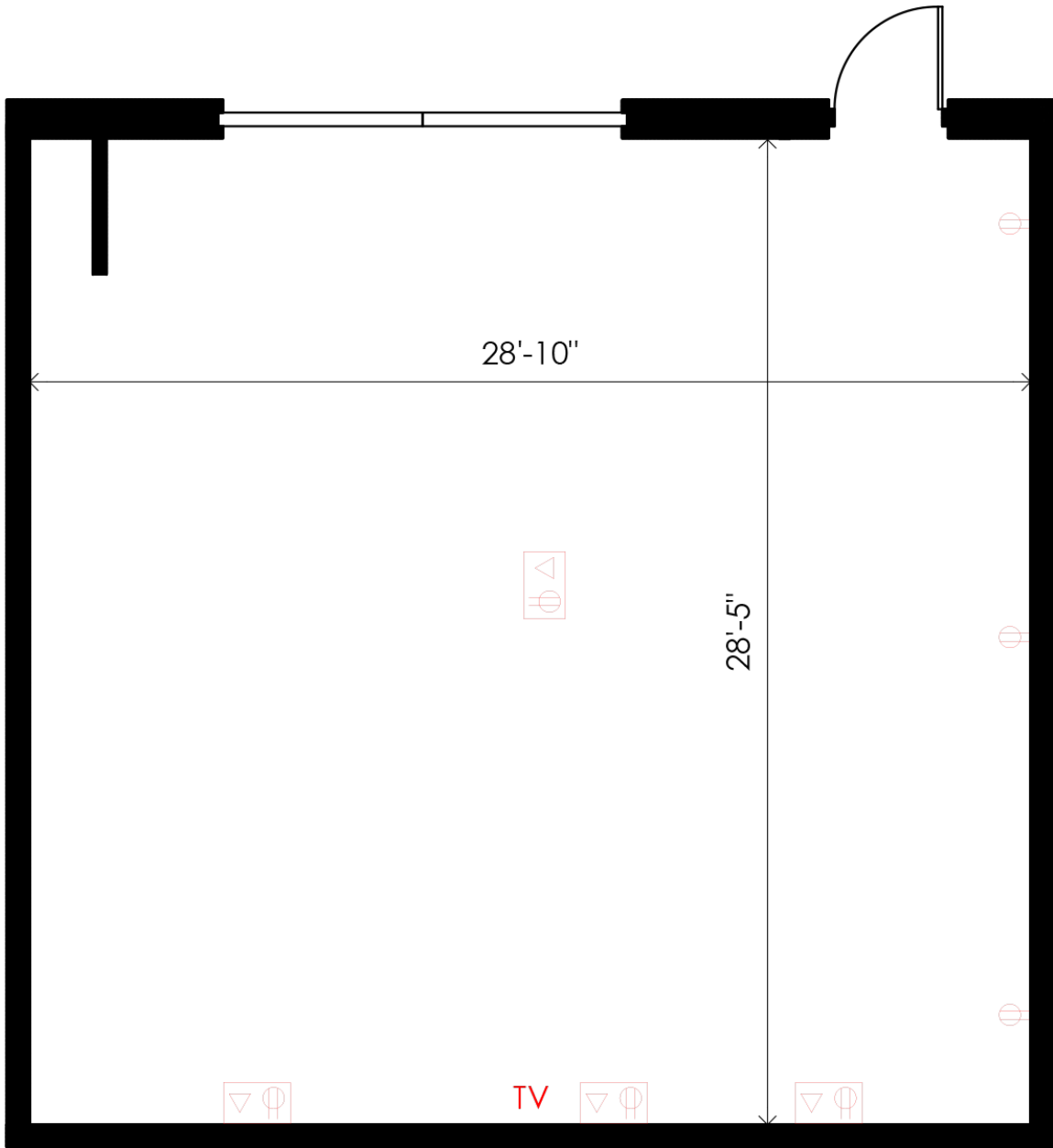
Main Floor
The Atrium
111 Research Drive



- TV Wall Mounted Television
- Ⓜ Duplex Receptacle
- ▽ Phone / Ethernet

SPAN ROOM

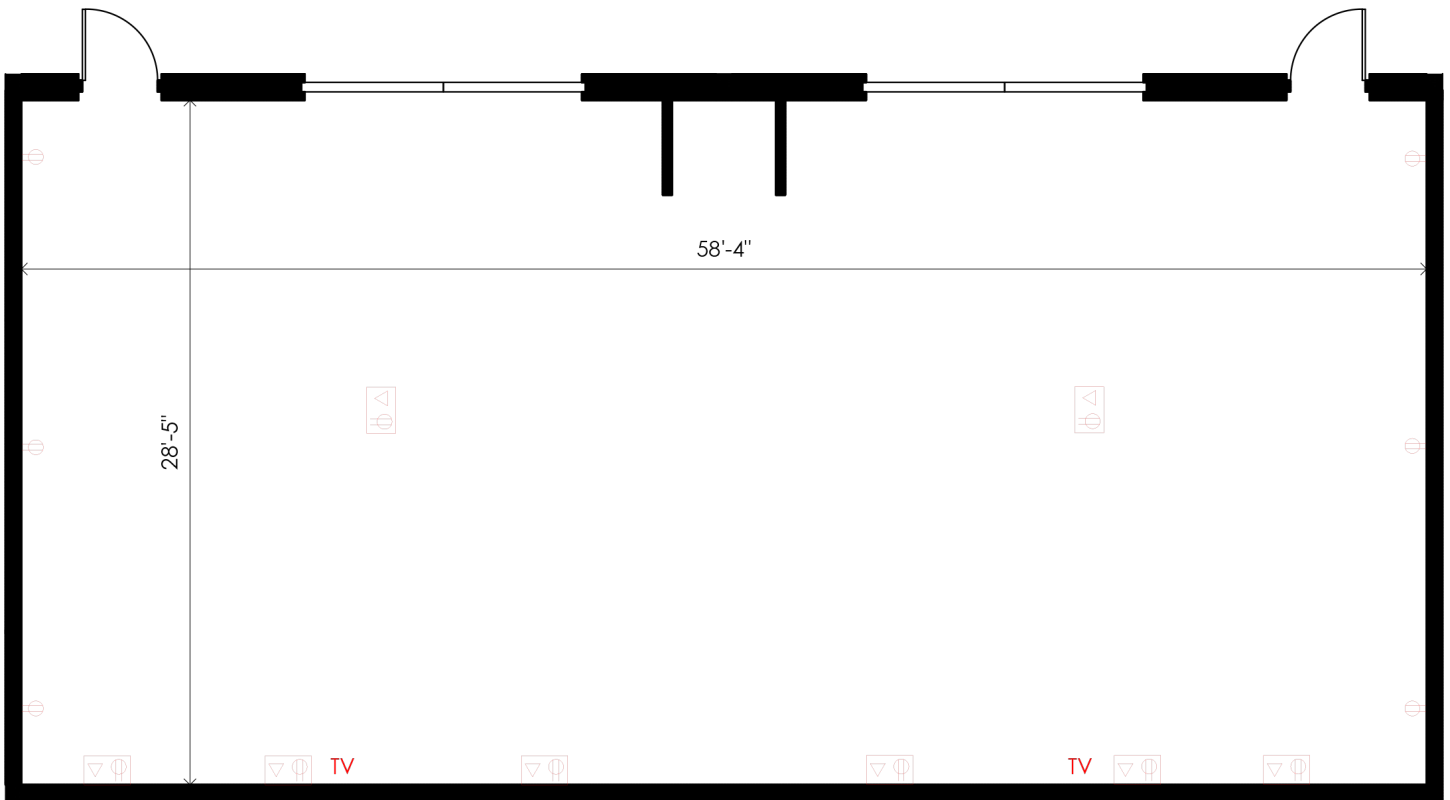
Main Floor
The Atrium
111 Research Drive



- TV Wall Mounted Television
- Ⓜ Duplex Receptacle
- ▽ Phone / Ethernet

CANDLE SPAN ROOM

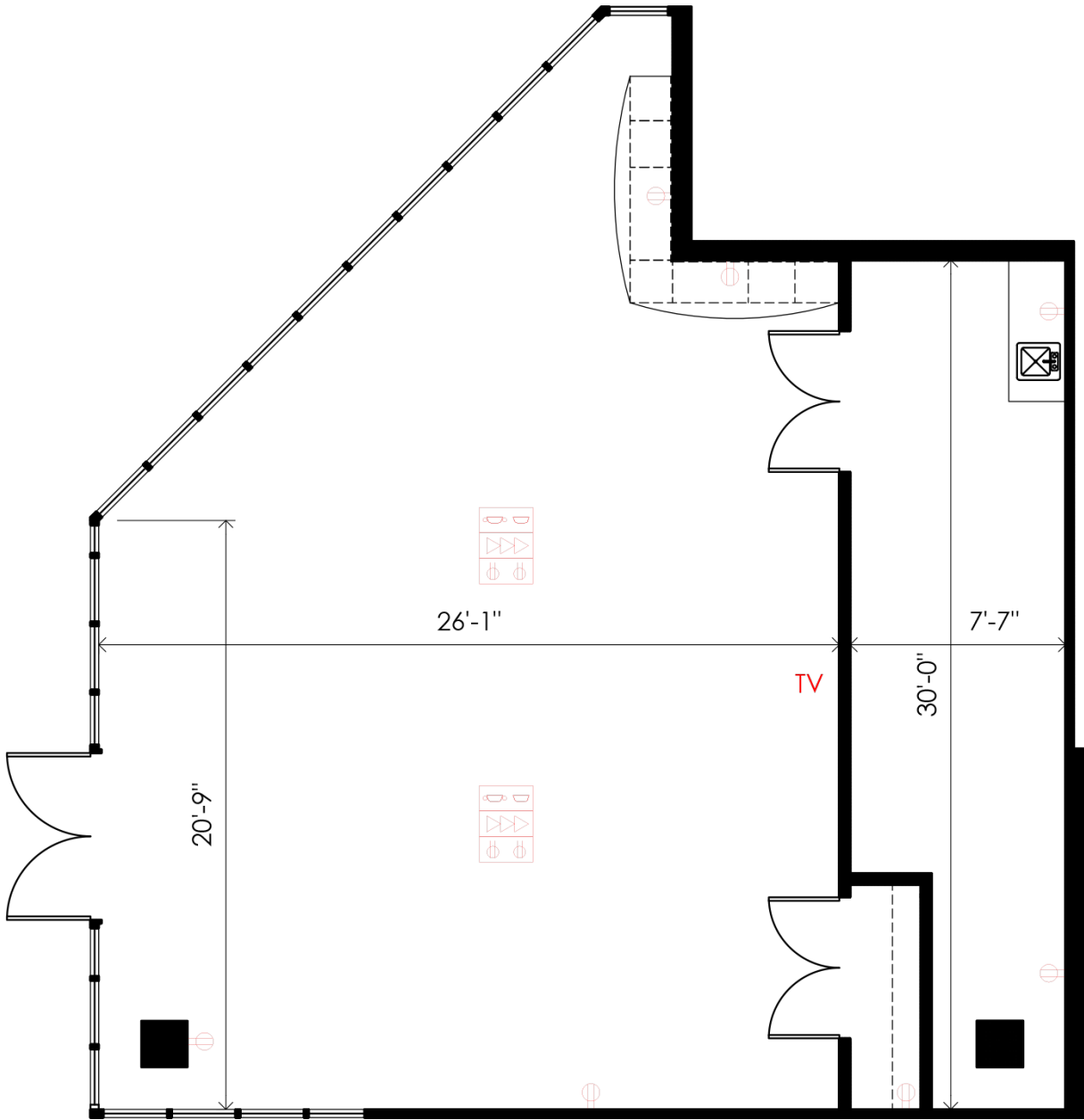
Main Floor
The Atrium
111 Research Drive



- TV Wall Mounted Television
- Ⓜ Duplex Receptacle
- ▽ Phone / Ethernet

PHILAE ROOM

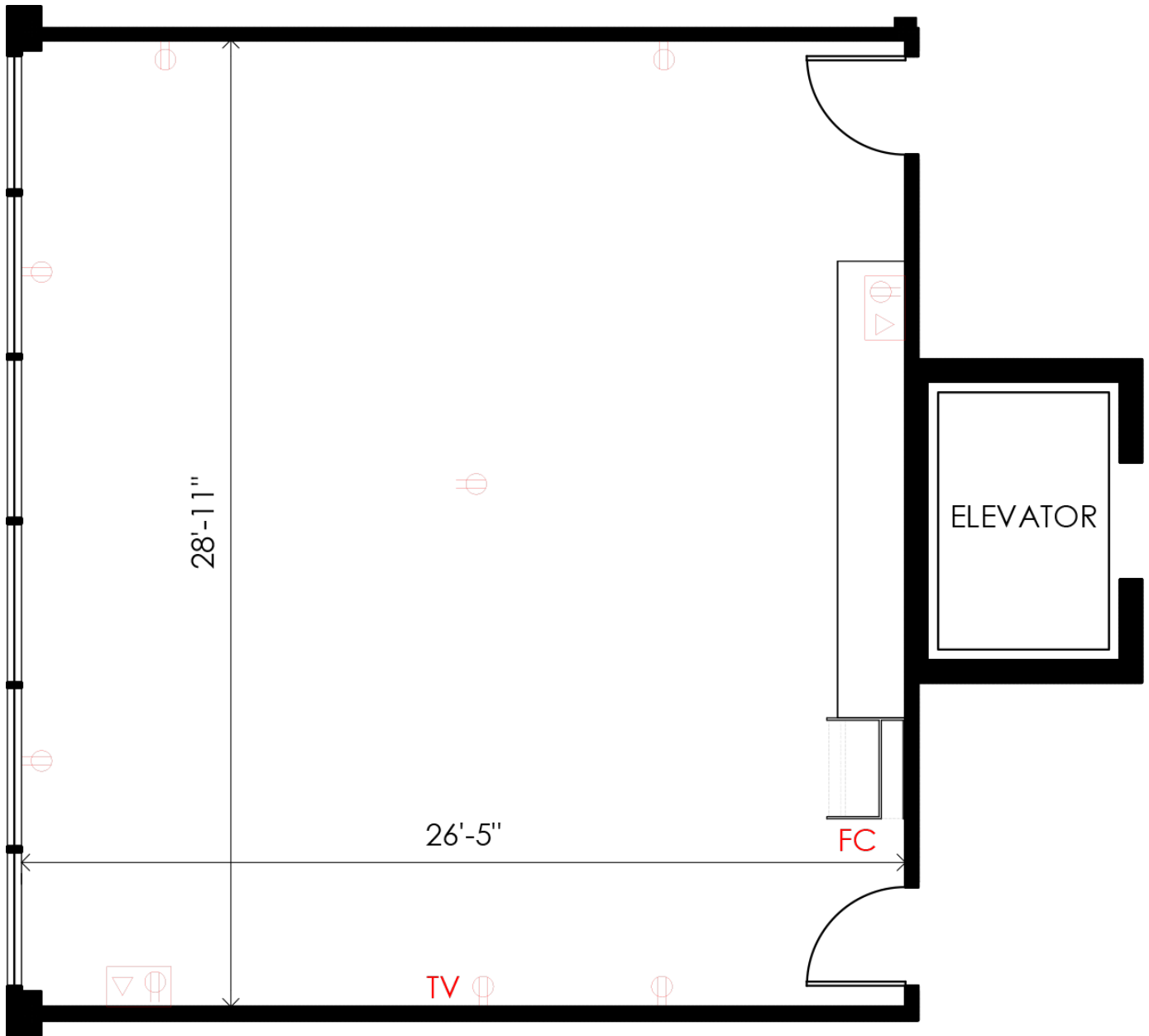
Main Floor
 The Galleria
 124 – 15 Innovation Boulevard



- TV Wall Mounted Television
- Ⓛ Duplex Receptacle
- ▽ Phone / Ethernet
- Ⓜ VGA Port
- Ⓜ HDMI Port

GOLDEN ROOM

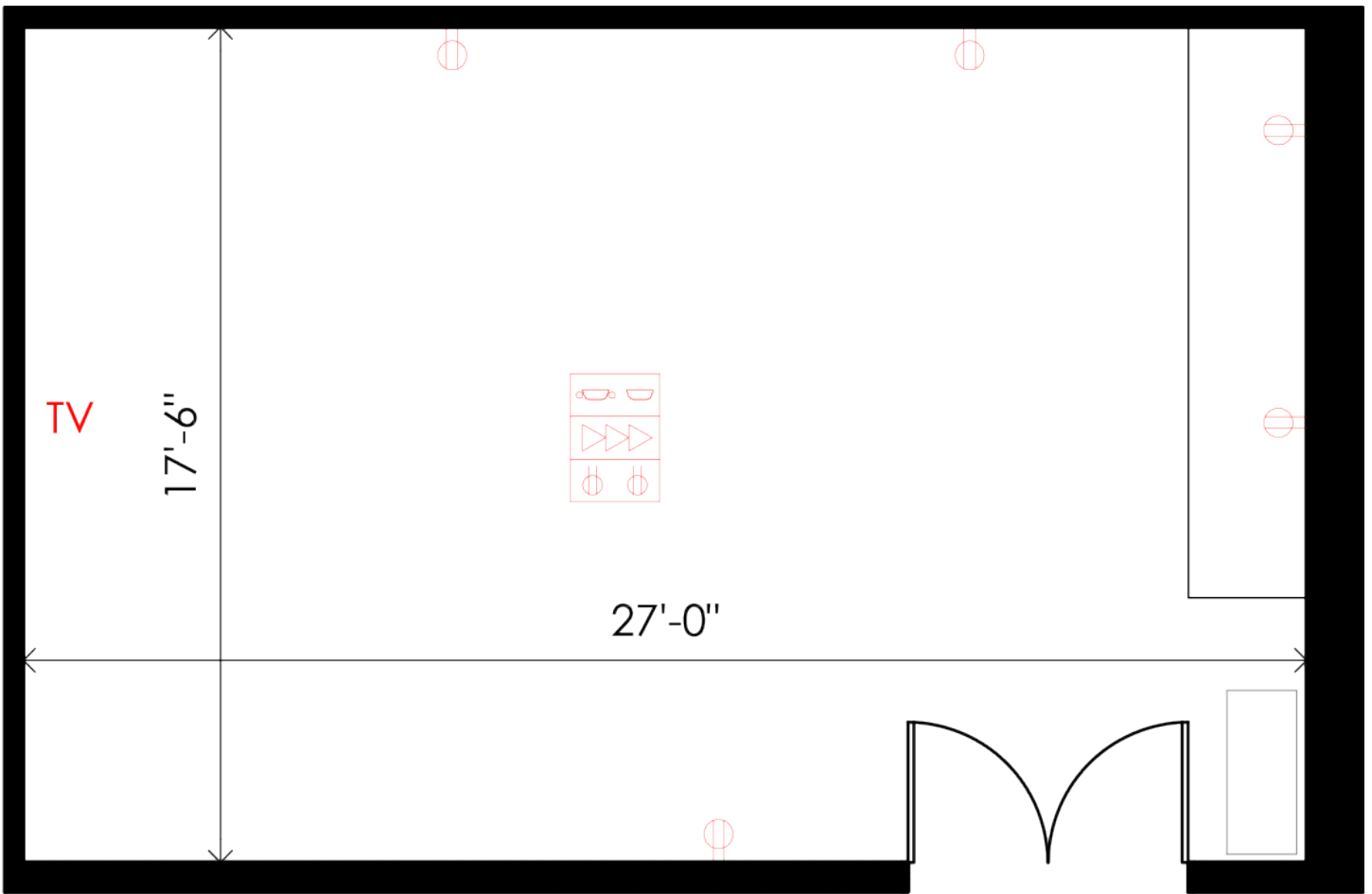
Second Floor
The Atrium
202 - 111 Research Drive



- TV Wall Mounted Television
- FC Flip Chart
- Ⓢ Duplex Receptacle
- Ⓣ Phone / Ether

L.F. KRISTJANSON BOARDROOM

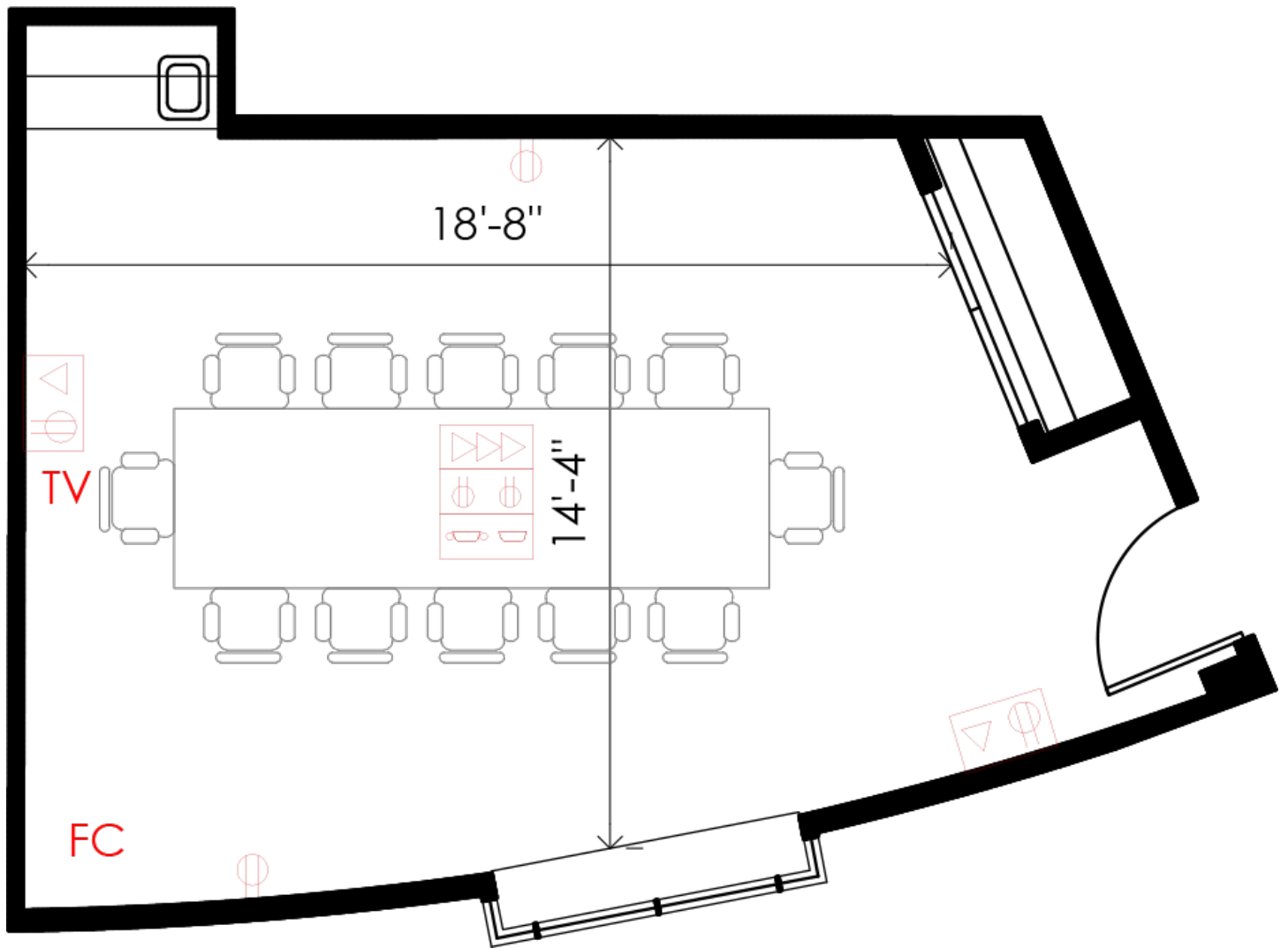
South Entrance
L.F. Kristjanson Biotechnology Complex
410 Downey Road



- TV Wall Mounted Television
- Ⓢ Duplex Receptacle
- ▽ Phone / Ethernet
- Ⓜ VGA Port
- Ⓜ HDMI Port

CONCOURSE: ROOM 210

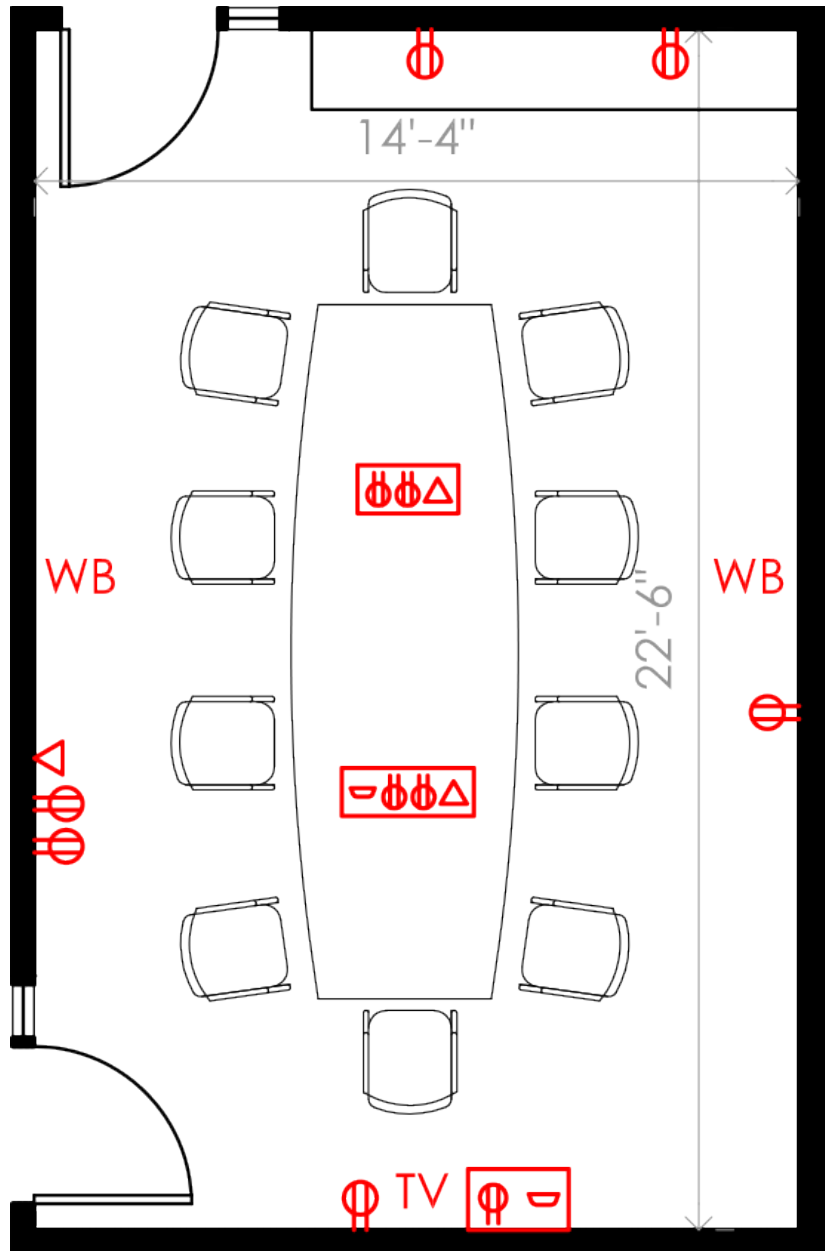
Second Floor
The Concourse
210 - 116 Research Drive



- TV Wall Mounted Television
- FC Flip Chart
- Ⓜ Duplex Receptacle
- ▽ Phone / Ethernet
- Ⓜ VGA Port
- Ⓜ HDMI Port

ATRIUM BUSINESS CENTRE BOARDROOM

Main Floor
The Atrium
105 - 111 Research Drive



- TV Wall Mounted Television
- WB Whiteboard
- Ⓢ Duplex Receptacle
- ▽ Phone / Ethernet
- ◁ HDMI Port



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