



BOOKING INFORMATION

MEETING ROOMS, EVENT SPACES & COMMON AREAS

REGINA

Table of Contents

1	About Room Booking
2	About Catering
2	About Video Conferencing
3	Additional information
5	Room & Space Locations
7	Boardroom A
9	Boardroom B
11	Boardroom C
13	Larry Spannier Room
15	Common Boardroom
17	2R Business Centre Boardroom
19	Terrace Rotunda
21	Terrace Plaze
23	2 Research Drive Link
25	PRTC Lobby
27	The Courtyard
28	Summary of Rooms & Spaces
29	Summary of Common Areas

Quick Contact

Booking Rooms

All meeting or common space booking is handled through Innovation Saskatchewan. Bookings can be made via [Room and Space Booking Form](#) on Innovation Place Connect app, by calling [306.798.7275](tel:306.798.7275) or by email to yqrmeetings@innovationsask.ca.

Making Catering Arrangements

Catering in Regina is available from [Momentum Café](#).

About Room Booking

Make a Booking

Innovation Saskatchewan handles all meeting room and space location bookings.

To book a meeting room or common space, please complete the [Room and Space Booking Form](#) on Innovation Place Connect app with your booking details, by calling [306.798.7275](tel:306.798.7275) or by email to yqrmeetings@innovationsask.ca.

- Minimum bookings of one hour will be accepted. A minimum half-hour window is required between bookings for overages and to provide staff with time to clean and re-set the space for the next booking.
- Once your meeting request has been confirmed you will receive a booking confirmation via email.
Booking confirmations will:
 - ♦ outline the space being booked, duration of booking, any additional equipment or services required and total cost to the client;
 - ♦ include a user's guide for the room with a park map to provide necessary wayfinding to the meeting space as well as nearby parking, washrooms, accessibility requirements, emergency exits, etc.; and information about the use of the AV equipment.

The Innovation Saskatchewan facilities team is available to assist in the coordination of events; however, tenants or groups are responsible for all event planning and catering.

Cancellations

- Room cancellation should be provided two business days prior to the event.
- Cancellations of less than 24 hours may result in a charge of 50% of the total room rate.

About Catering

Making Catering Arrangements

Catering is the responsibility of the user to coordinate. Onsite catering services in Regina are available and provided by Momentum Café. Momentum will work with you to build a tailor-made menu that suits your group and your budget. For more information, visit [Momentum Café](#).

Get Connected

Video Conferencing

The following meeting rooms contain ClearOne video conferencing equipment.

- Boardroom B
- Boardroom C
- Business Centre Boardroom
- Collider Boardroom
- Common Boardroom
- PTRC Larry Spannier

The ClearOne system includes a wide-angle HD camera for coverage of the entire meeting room. The meeting rooms have been equipped with an internally-built microphone and speaker system for complete coverage of the virtual meeting environment.

Wi-Fi

Wi-Fi is available through the **IP-Guest** network. It provides basic Internet and email access.

Additional information

Janitorial

- For events taking place in the evenings (past 8:00 p.m.) or on weekends, require additional cleaning services. Janitorial cost breakdown is as follows:
 - ◆ Events after 8:00 p.m. — flat rate fee of \$90 plus tax.
 - ◆ Events on a weekend — flat rate fee of \$105 plus tax.

Commissionaires

- A commissionaire is required for some events, in cases such as:
 - ◆ Exterior doors being programmed open for an event outside of regular building hours;
 - ◆ Events where alcohol is being served.
- A commissionaire is charged at a rate of \$35 / hour with a minimum of a three (3) hour call-out. Any related commissionaire charges will be discussed in advance.

Alcohol

- Consuming Alcohol in meeting rooms and common areas requires special arrangements and a permit that needs to be secured in advance. Please advise Innovation Saskatchewan prior to your booking if alcohol will be served during your event.

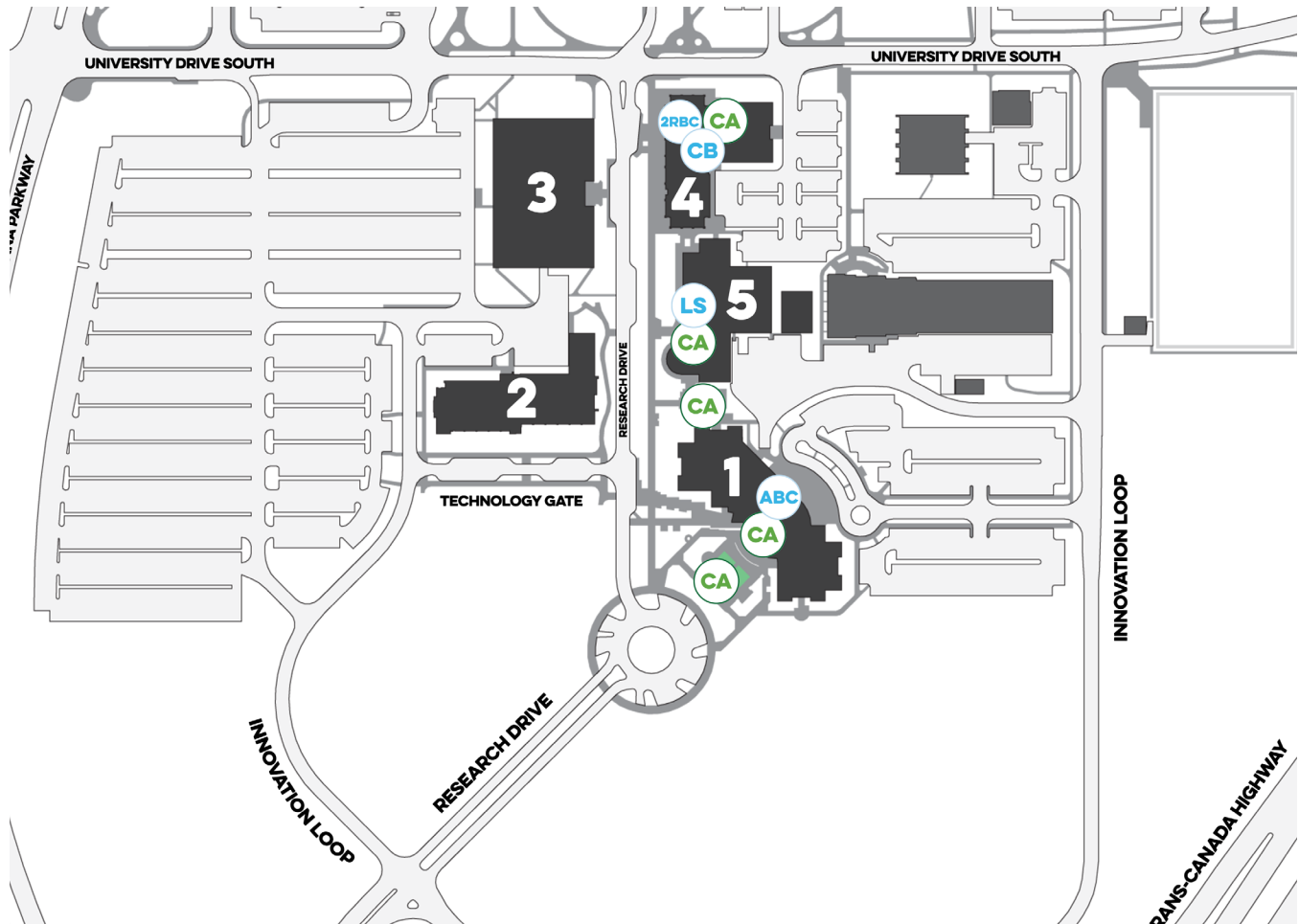
Parking

- Parking is enforced between 7:30 a.m. and 5:00 p.m., Monday to Friday. Temporary scramble parking and meter parking is available and can be purchased through the PayByPhone app or in-person at the Innovation Saskatchewan office at a rate of \$2/hour (maximum \$12/day).

Movers (Rotunda only)

- If the leather furniture requires removal, it is the responsibility of the group utilizing the space to arrange for movers. Any moving costs incurred are at the expenses of the user.

Room & Space Locations



Rooms & Spaces

- ABC Boardrooms A, B, C
- LS Larry Spanner Boardroom
- CB Common Boardroom
- 2RBC 2R Business Centre Boardroom
- CA Common Area Locations

Buildings

- 1** The Terrace ABC CA
- 2** Roy Romanow Provincial Laboratory
- 3** 1 Research Drive
- 4** 2 Research Drive CB 2RBC CA
- 5** Petroleum Technology Research Centre LS CA



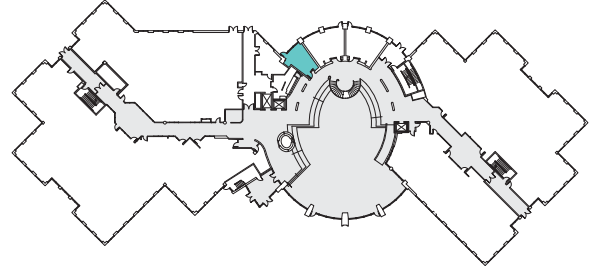
MEETING ROOM

Boardroom A

Main floor of the Terrace
10 Research Drive

Equipment

Boardroom A features cherry wood accents and a fixed boardroom set-up with 10 chairs. The space is equipped with a wall-mounted TV with HDMI connectivity. This room also includes a built-in coat rack, sink, handheld telephone, whiteboard and flip chart with markers.

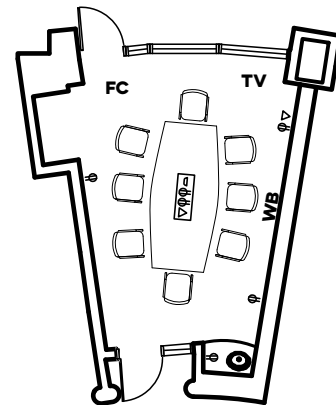


Rates

Tenants: \$20 / hour

Non-tenants: \$40 / hour

Additional fees will be charged as required to recover the cost of services (i.e., commissionaire, janitorial, parking, etc.).



Room Layout Options

BOARDROOM



CAPACITY: 8



MEETING ROOM

Boardroom B

Main floor of the Terrace
10 Research Drive

Equipment

Boardroom B features cherry wood accents and a fixed boardroom set-up with 14 chairs. The space is equipped with a wall-mounted TV with ClearOne video conferencing system with built-in microphone, speakers and camera. This room also includes a built-in coat rack, sink, handheld telephone and flip chart with markers.

Rates

Tenants: \$20 / hour

Non-tenants: \$40 / hour

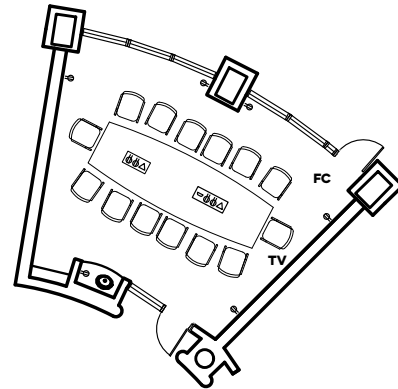
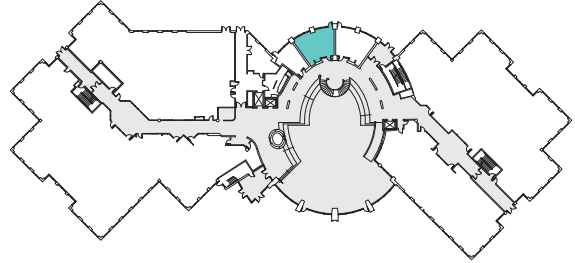
Additional fees will be charged as required to recover the cost of services (i.e., commissionaire, janitorial, parking, etc.).

Room Layout Options

BOARDROOM



CAPACITY: 14





MEETING ROOM

Boardroom C

Main floor of the Terrace
10 Research Drive

Equipment

Boardroom C features cherry wood accents and a fixed boardroom set-up with 14 chairs. The space is equipped with a wall-mounted TV with ClearOne video conferencing system with built-in microphone, speakers and camera. This room also includes a built-in coat rack, sink, handheld telephone and flip chart with markers.

Rates

Tenants: \$20 / hour

Non-tenants: \$40 / hour

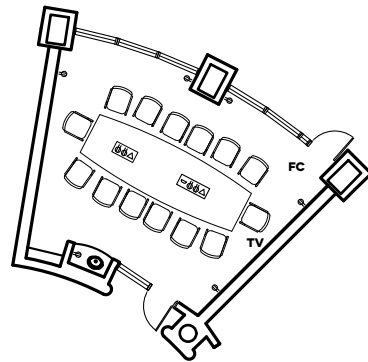
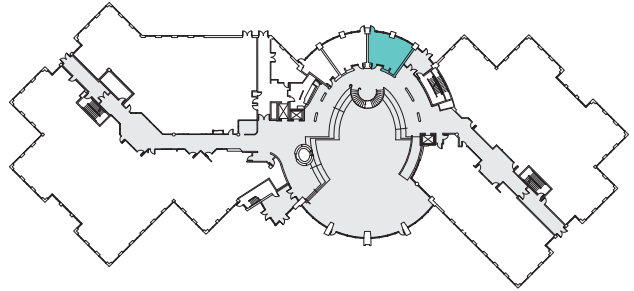
Additional fees will be charged as required to recover the cost of services (i.e., commissionaire, janitorial, parking, etc.).

Room Layout Options

BOARDROOM



CAPACITY: 14





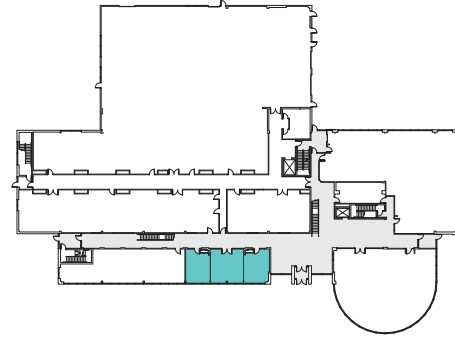
MEETING ROOM

Larry Spannier Room

Main floor of Petroleum Research Technology Centre
6 Research Drive

Equipment

The Larry Spannier Room features sliding room dividers and windows on either side of the room providing an open feel to the space. This room comes equipped with a wall-mounted TV with ClearOne video conferencing system with built-in microphone, speakers and camera, podium, wall-mounted whiteboard, flip chart with markers and sink.

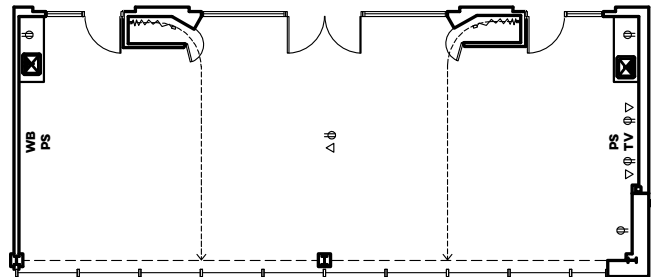


Rates

Tenants: \$20 / hour

Non-tenants: \$40 / hour

Additional fees will be charged as required to recover the cost of services (i.e., commissionaire, janitorial, parking, etc.).



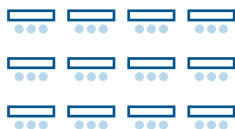
Room Layout Options

THEATRE



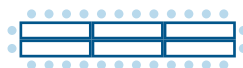
CAPACITY: 30

CLASSROOM



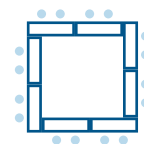
CAPACITY: 30
CAPACITY W/ FOOD: 30

BOARDROOM



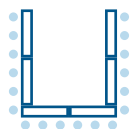
CAPACITY: 30

HOLLOW SQUARE



CAPACITY: 20

U-SHAPE



CAPACITY: 20



MEETING ROOM

Common Boardroom

Main floor
2 Research Drive

Equipment

The Common Boardroom features an industrial, modern feel with a large countertop that stretches along the back wall of the room. The space is equipped with a wall-mounted TV with ClearOne video conferencing system with built-in microphone, speakers and camera. The room also includes a coat rack, handheld telephone and flip chart with markers.

Rates

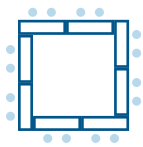
Tenants: \$20 / hour

Non-tenants: \$40 / hour

Additional fees will be charged as required to recover the cost of services (i.e., commissionaire, janitorial, parking, etc.).

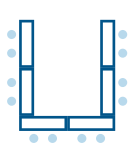
Room Layout Options

SQUARE



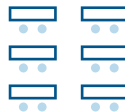
CAPACITY: 16

U-SHAPE



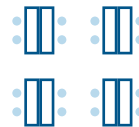
CAPACITY: 12

CLASSROOM



CAPACITY: 12

GROUPS

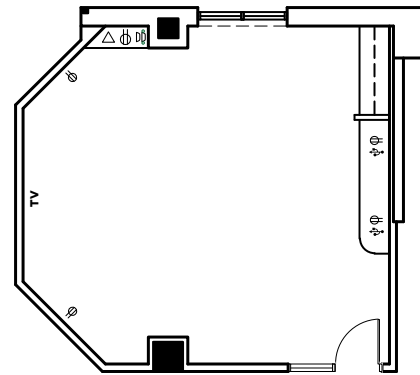
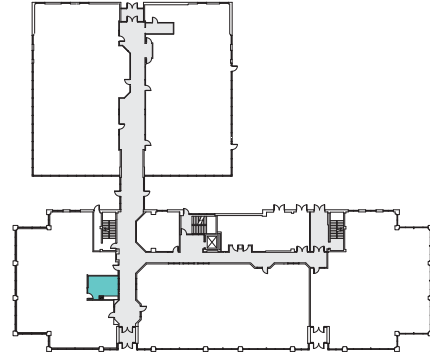


CAPACITY: 16

THEATRE



CAPACITY: 20





MEETING ROOM

2R Business Centre Boardroom

Main floor
2 Research Drive

Equipment

The Business Centre Boardroom features a fixed boardroom set-up with 6 chair, a wall-mounted TV with with ClearOne video conferencing system with built-in microphone, speakers and camera, a wall-mounted whiteboard with markers and handheld telephone.

Rates

Tenants: \$10 / hour

Non-tenants: N/A

Additional fees will be charged as required to recover the cost of services (i.e., commissionaire, janitorial, parking, etc.).

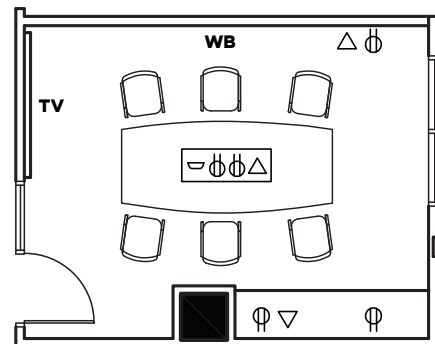
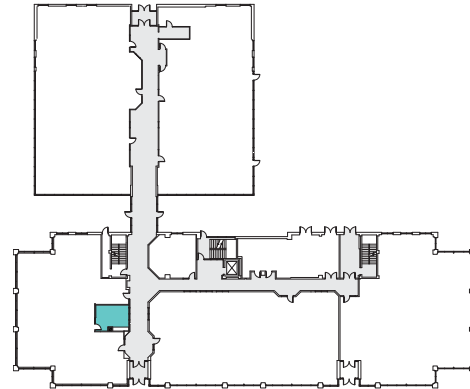
Please note: Business Centre tenants are given booking priority for this room.

Room Layout Options

BOARDROOM



CAPACITY: 6





COMMON AREA

Terrace Rotunda

Main floor of the Terrace
10 Research Drive

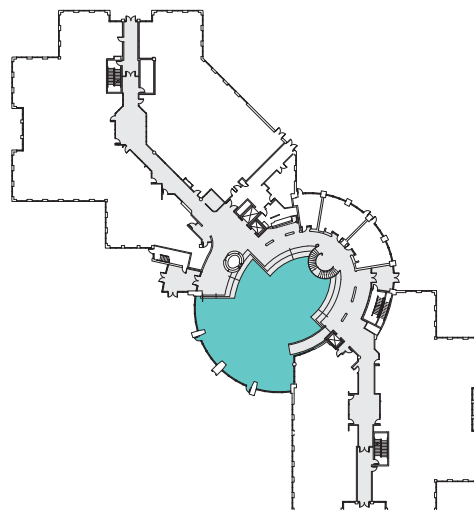
Equipment

The Terrace Rotunda is a three-storey open space surrounded by Tyndall Stone and aluminum accents and provides an abundance of natural light through the large floor to ceiling windows. The space features a large circular skylight with a twinkle light ceiling. Both, soft and lunch table style seating available throughout.

Other equipment is available by request:

- Portable TV — \$20 plus tax
- Projector & Screen — \$20 plus tax
- Banquet Tables (6 ft rectangular) — \$10 / per table (includes set-up and take-down) plus tax. **No Charge for tenants.** *
- Chairs — \$50 for use (additional \$100 for set-up and take-down) plus tax. **No Charge for tenants.** *
- Podium
- Flip Chart (includes markers)
- Sound System — \$150 plus tax

* limited quantities available



Rates

Tenants: No charge

Non-tenants: \$80 / hour

Additional fees will be charged as required to recover the cost of services (i.e., commissionaire, janitorial, parking, etc.).

Capacity Information

EVENT SETUP	CAPACITY
Sit-Down Plated Meal	150
Buffet-Style Meal	200
Reception	400
Theatre-Style	175



COMMON AREA

Terrace Plaze

Outside, in front of the Terrace
10 Research Drive

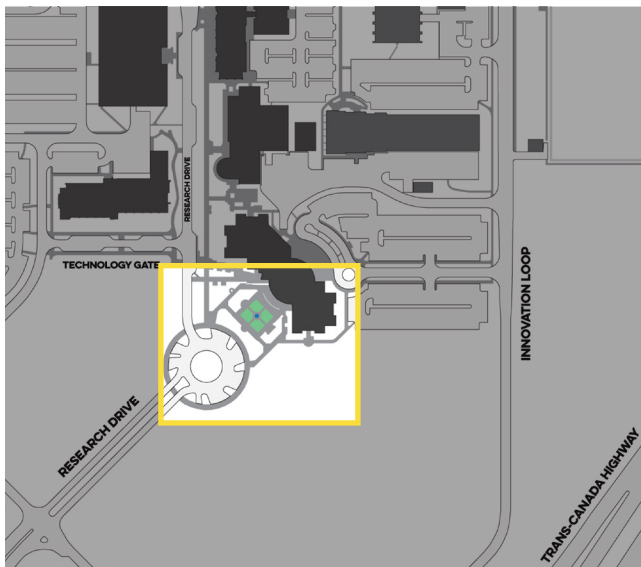
Equipment

The Terrace Plaza is a sunken English garden space tucked away from foot and street traffic. It features grassed areas with crusher dust walkways, a water fountain, bistro style seating areas and large trellis accents for additional shade.

Other equipment is available by request:

- Screen & Projector — \$20 plus tax
- Banquet Tables (6 ft rectangular) — \$10 / per table (includes set-up and take-down) plus tax. **No Charge for tenants.** *
- Chairs — \$50 for use (additional \$100 for set-up and take-down) plus tax. **No Charge for tenants.** *
- Sound System — \$150 plus tax
- Access to electrical connections

* limited quantities available



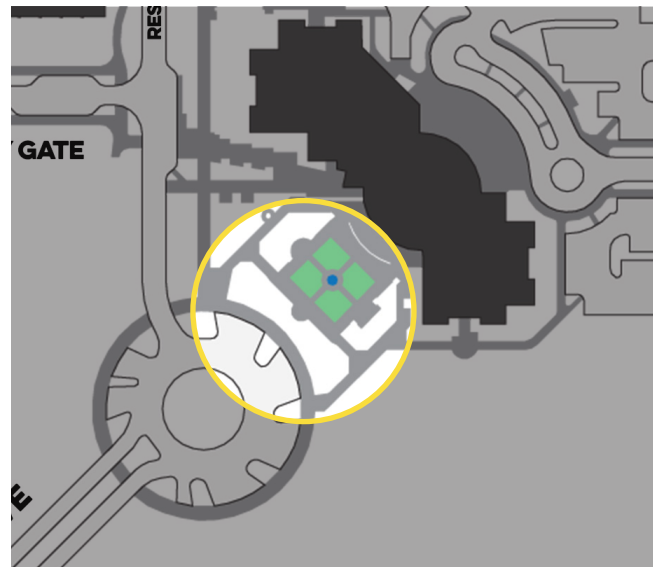
Rates

Tenants:	No charge
Non-tenants:	\$40 / hour

Additional fees will be charged as required to recover the cost of services (i.e., commissionaire, janitorial, parking, etc.).

Capacity Information

Maximum capacity of 400 people.





COMMON AREA

2 Research Drive Link

Main floor
2 Research Drive

Equipment

The 2 Research Drive Link features high-top / café-style and lower soft seating throughout.

Other equipment is available by request:

- Banquet Tables (6 ft rectangular) — \$10 / per table (includes set-up and take-down) plus tax. **No Charge for tenants.** *
- Chairs — \$50 for use (additional \$100 for set-up and take-down) plus tax. **No Charge for tenants.** *
- Sound System — \$150 plus tax
- Portable TV — \$20 plus tax
- Projector & Screen — \$20 plus tax
- Flip chart (includes markers)

* limited quantities available

Rates

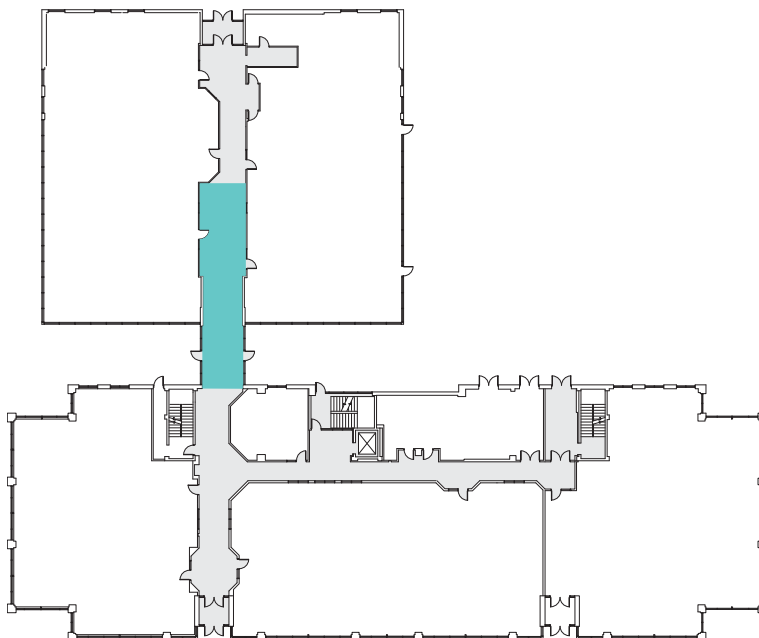
Tenants: No charge

Non-tenants: \$40 / hour

Additional fees will be charged as required to recover the cost of services (i.e., commissionaire, janitorial, parking, etc.).

Capacity Information

Maximum capacity of 30 people.





COMMON AREA

PTRC Lobby

Main floor of Petroleum Technology Research Centre
6 Research Drive

Equipment

Located on the main floor of 6 Research Drive, the PTRC Lobby has an industrial feel with lunch table style seating and a cushioned seating area off to one side.

Other equipment is available by request:

- Banquet Tables (6 ft rectangular) — \$10 / per table (includes set-up and take-down) plus tax. **No Charge for tenants.** *
- Chairs — \$50 for use (additional \$100 for set-up and take-down) plus tax. **No Charge for tenants.** *
- Sound System — \$150 plus tax
- Portable TV — \$20 plus tax
- Projector & Screen — \$20 plus tax
- Flip chart (includes markers)

* limited quantities available

Rates

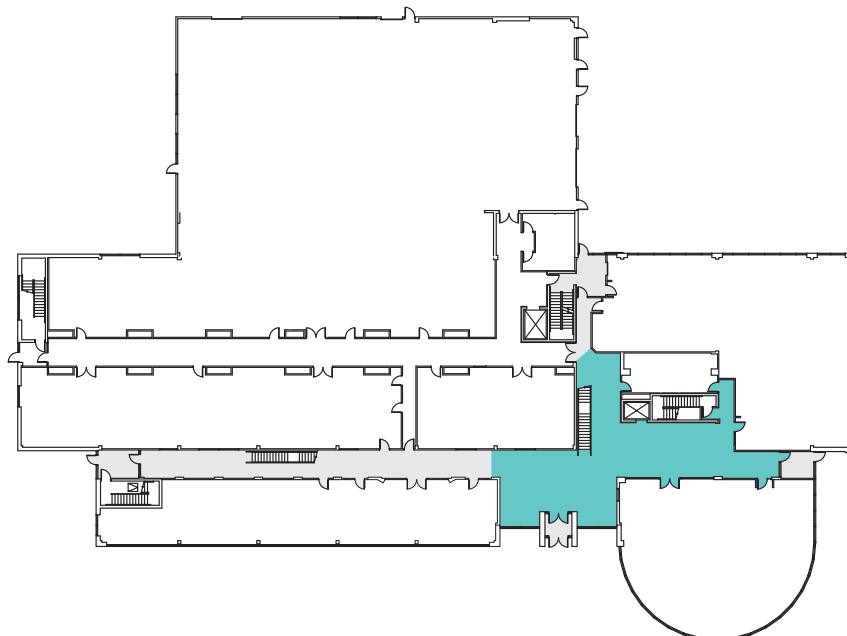
Tenants: No charge

Non-tenants: \$40 / hour

Additional fees will be charged as required to recover the cost of services (i.e., commissionaire, janitorial, parking, etc.).

Capacity Information

Maximum capacity of 30 people.





COMMON AREA

The Courtyard

Outside, between 6 & 610 Research Drive
North of the Terrace, South of the PRTC

Equipment

The courtyard is tucked between 6 and 10 Research Drive and surrounded by greenery. The patio-style space features metal picnic-style seating throughout.

Other equipment is available by request:

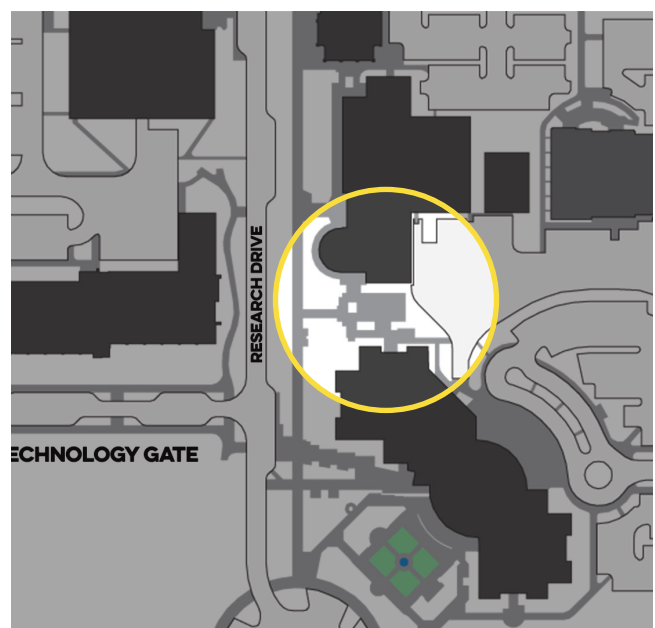
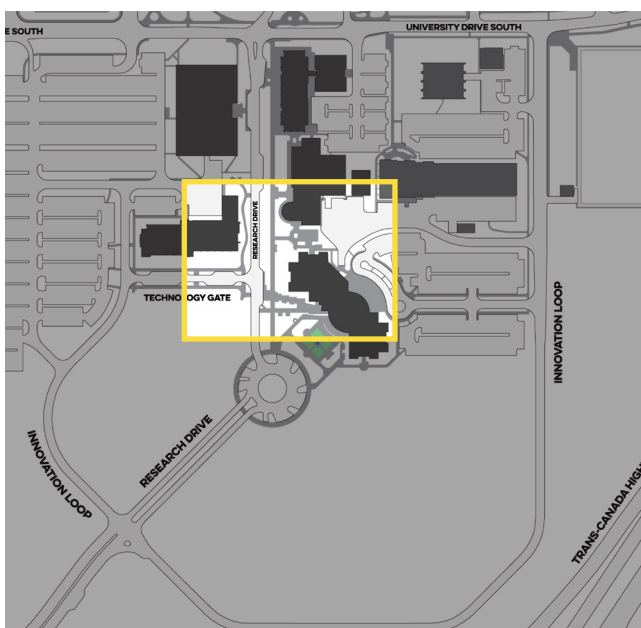
- Banquet Tables (6 ft rectangular) — \$10 / per table (includes set-up and take-down) plus tax. **No Charge for tenants.** *
- Chairs — \$50 for use (additional \$100 for set-up and take-down) plus tax. **No Charge for tenants.** *
- Sound System — \$150 plus tax
- Portable TV — \$20 plus tax
- Access to electrical connections

* limited quantities available

Rates

Tenants: No charge
Non-tenants: \$40 / hour

Additional fees will be charged as required to recover the cost of services (i.e., commissionaire, janitorial, parking, etc.).



Summary of Rooms & Spaces

	Boardroom A	Boardroom B	Boardroom C	Larry Spanner Room	Common Boardroom	2R Business Centre Boardroom
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LAYOUTS AND CAPACITIES (NUMBER OF PEOPLE)

Theatre	—	—	—	34	20	—
Classroom Setup	—	—	—	24	12	—
Groups of 4	—	—	—	24	16	—
Chevron	—	—	—	24	16	—
Boardroom	8 ^x	14 ^x	14 ^x	26	—	6 ^x
Hollow Square	—	—	—	24	16	—
U-Shape	—	—	—	24	12	—

EQUIPMENT (INCLUDED AND AVAILABLE)

Wall-mounted TV with Video Conference	•	•	•	•	•	•
Flip Chart / Whiteboard with markers	•	•	•	•	•	•
Podium, Wall-mounted Whiteboard	—	—	—	•	—	—

RATES (CHARGED PER HOUR)

Tenants	\$20 ^z	\$10
Non-Tenants	\$40 ^z	N/A

^x fixed setup ^z additional fees will be charged as required to recover the cost of services (i.e., commissioner, janitorial, parking, etc.).

Summary of Common Areas

	Terrace Rotunda	Terrace Plaza	2R Link	PRTC Lobby	The Courtyard
EQUIPMENT (INCLUDED AND AVAILABLE)					
Flip charts (includes markers)	●	—	●	●	—
ADDITIONAL EQUIPMENT					
Sound System	\$150 plus tax				
Screen and Projector	\$20 plus tax				
Portable TV ^x	\$20 plus tax				
Tables	\$10 / table plus tax (includes set-up and take-down). No charge for Tenants				
Chairs	\$50 plus tax for use (additional \$100 plus tax for set-up and take-down) No charge for Tenants				
RATES (CHARGED PER HOUR)					
Tenants	—				
Non-Tenants	\$40 ^z				

^x not available for Terrace Plaza and The Courtyard ^z additional fees will be charged as required to recover the cost of services (i.e., commissionaire, janitorial, parking, etc.).

