

# Suncor Energy Centre Conference Facility Information Package



## GENERAL INFORMATION

Thank you for choosing to hold your event in the Suncor Energy Centre Conference Facility! The Conference Facility is available to tenants of Suncor Energy Centre and is located on the ground floor, adjacent to the Tenant Services Desk. The facility is approximately 2,522 square feet. Various layout options are available and can be found at the back of this information package.

### **Access to the Conference Facility:**

**The Conference Facility is available for tenant bookings Monday – Friday, 8:00 am – 4:30 pm**

The Facility can be booked for a minimum of 4 hours:

- \$150.00 for up to 4 hours.
- \$300.00 for over 4 hours and up to one full day (8:00 am to 4:30 pm).
- Fees are subject to 5% GST and a 15% admin fee.

These set-up fees cover the cost of booking, set-up and take-down of furniture, technical assistance and standard cleaning requirements. Please note: additional fees will apply for mid-meeting cleaning (if requested), larger events/parties, or cleaning required outside of normal business hours to accommodate special bookings.

**A minimum of two business days' notice is required to cancel room bookings; otherwise the full set-up fee will be charged. Cancellation requests must be submitted by e-mailing: ReceptionSEC@BrookfieldProperties.com, indicating the date, time and name of the requestor. Cancellation requests will not be taken by telephone.**

Any damages incurred will be repaired at the user's expense.

Payment is to be made upon receipt of invoice. Please make cheques payable to "SEC GP Inc./Arci Ltd".

## RULES AND REGULATIONS

Please note the following for the Suncor Energy Centre Conference Facility:

- There is **NO SMOKING or VAPING** allowed in the Conference Facility at anytime.
- Signs are **not permitted** on any wall or surface in the Conference Facility.
- The door must be kept closed while the room is in use.
- Catering is welcome.
- If using chaffing dishes, burners are not to be lit during delivery and should only be lit once the food has arrived and in place.
- Please be advised alcohol is **not permitted** in the conference facility.
- All food and beverages left unattended outside of the booking hours by the user will be removed and disposed of by the cleaning staff.
- The Suncor Energy Centre Conference Facility permits **compostable cups, plates and cutlery only**. If your caterer cannot supply this, please arrange to supply your own compostables. For more information on where to purchase, please contact ReceptionSEC@Brookfieldproperties.com.
- No pets are permitted, except for Guide/Service dogs.
- When departing the Conference Facility, **please** ensure all equipment is left in the room. You will be charged for any equipment that is not returned.
- If payment for a previous booking is past due, future bookings will not be permitted until the **account is clear**.
- **THE MUSTER POINT FOR GUESTS USING THE CONFERENCE FACILITY IS BOW VALLEY SQUARE.**

Suncor Energy Centre Retail Tenants offering catering services:

Marcello's Market & Deli	(587) 296-3979
Subway	(403) 263-3335
Wendy's	(403) 290-0489
Thai Express	(403) 210-3328
Mucho Burrito	(403) 261-9006
Copper Branch	(403) 923-3246
Jelly Modern Doughnuts	(403) 453-2053
Starbucks	(403) 294-0610
OPA!	(403) 264-9333
Miyako Sushi	(403) 233-8453
Jugo Juice	(403) 263-0044
Bourbon Street Grill	(403) 262-7095
Gateway Newstands	(403) 464-4459

For catering deliveries, the address is: **Suite 134, 150 - 6<sup>th</sup> Avenue SW, Ground Level across from the Tenant Services Desk**. Outside caterers must access the ground level via the loading dock and freight elevator. **Please remind your caterers to use the service elevators.**

## EQUIPMENT LIST

### Furniture

14 rectangular tables - 60"W and 7 -72"W; this type of table gives flexibility for seating on all sides.

60 chairs

4 stand-alone flip charts/whiteboards

### AV

- Wireless microphones
- Built-In speakers
- Click-share connectivity for each room OR direct HDMI/VGA cable connection through wall port(s)
- Wireless presenter
- Polycom
- Room A (larger) - 2 65" wall mounted screens
- Room B (smaller) - 1 65" wall mounted screen
- Crestron wall panel system control with Touch Screen technology

### QUESTIONS?

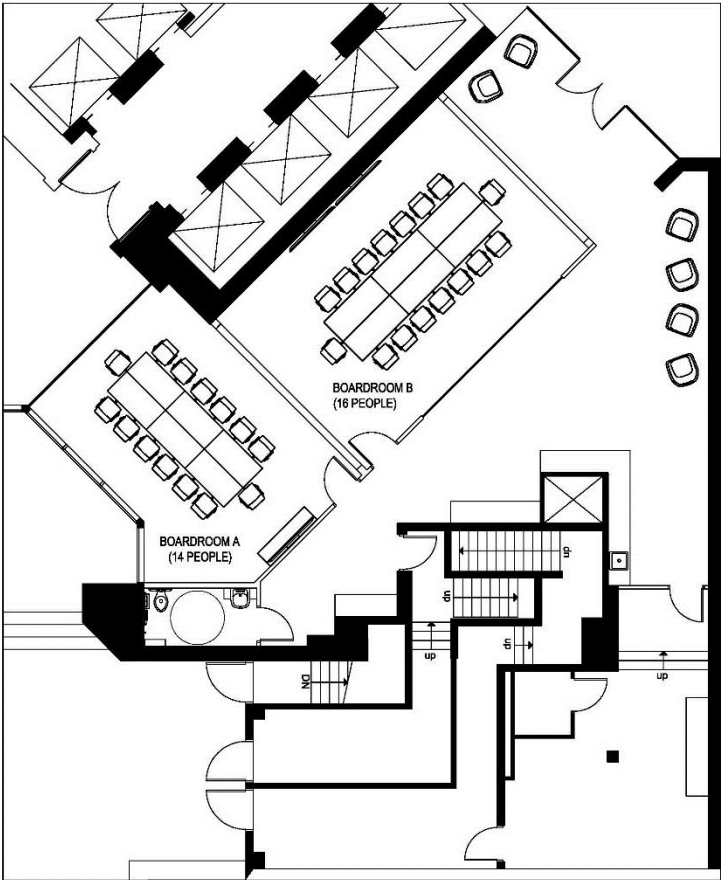
PLEASE CALL BROOKFIELD RECEPTION AT **403-266-8922**

OR

**AFTER HOURS** PLEASE CALL SECURITY AT: **403-444-2888**

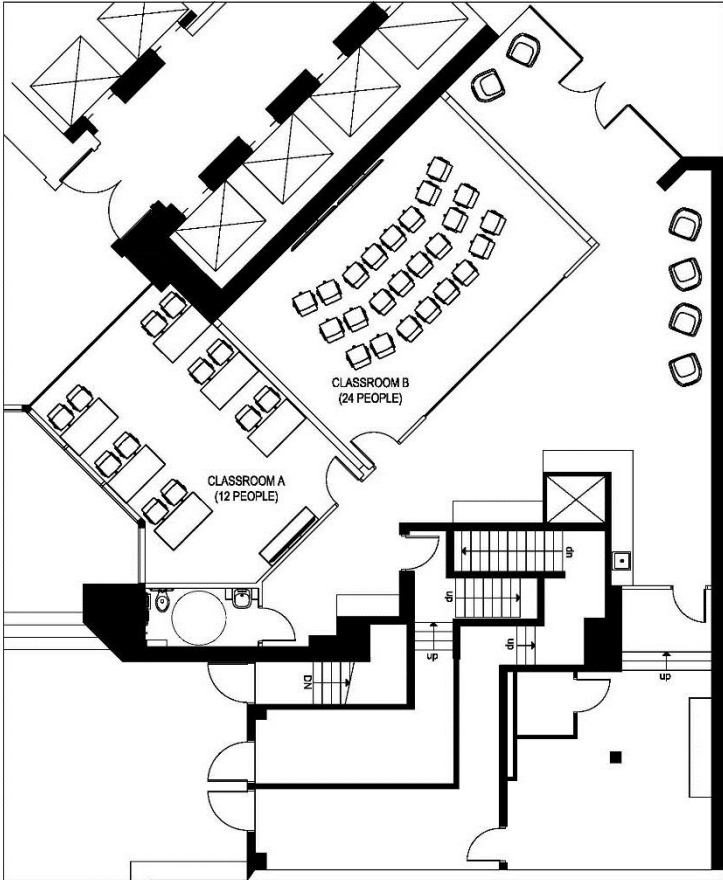
# Suncor Energy Centre Conference Facility - Layout Options

Please note: layout **Option 3** is for reference purposes only. Round tables are not available from the property but can be rented from a third party and set up for cocktail-type events.



COUNT	
BOARDROOM A	14
BOARDROOM B	16
TOT. OCCUPANCY	30

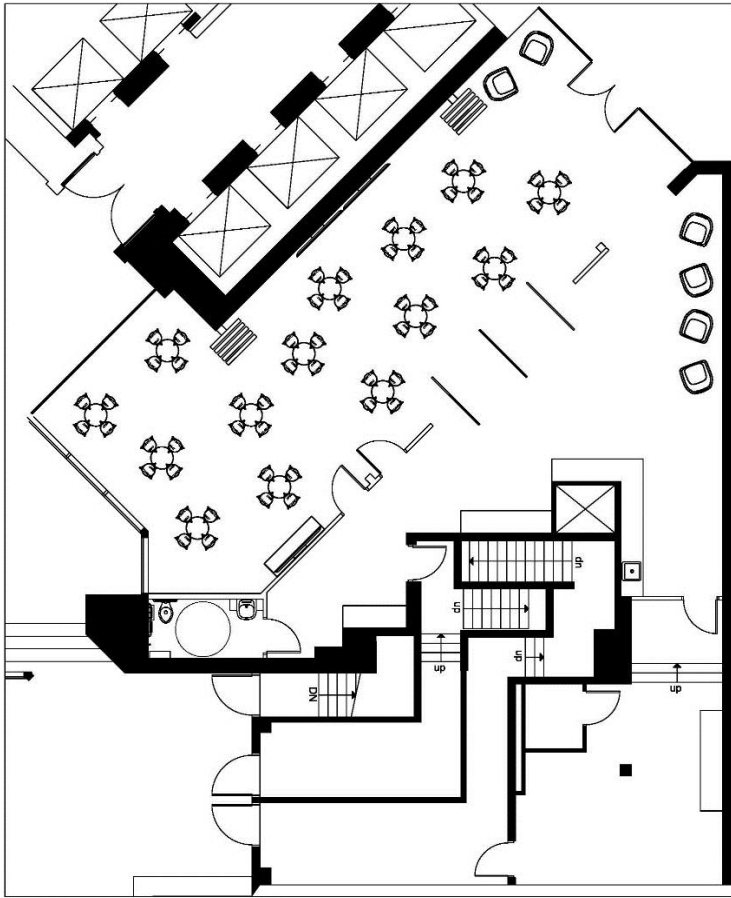
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COUNT	
CLASSROOM A	12
CLASSROOM B	24
TOT. OCCUPANCY	36

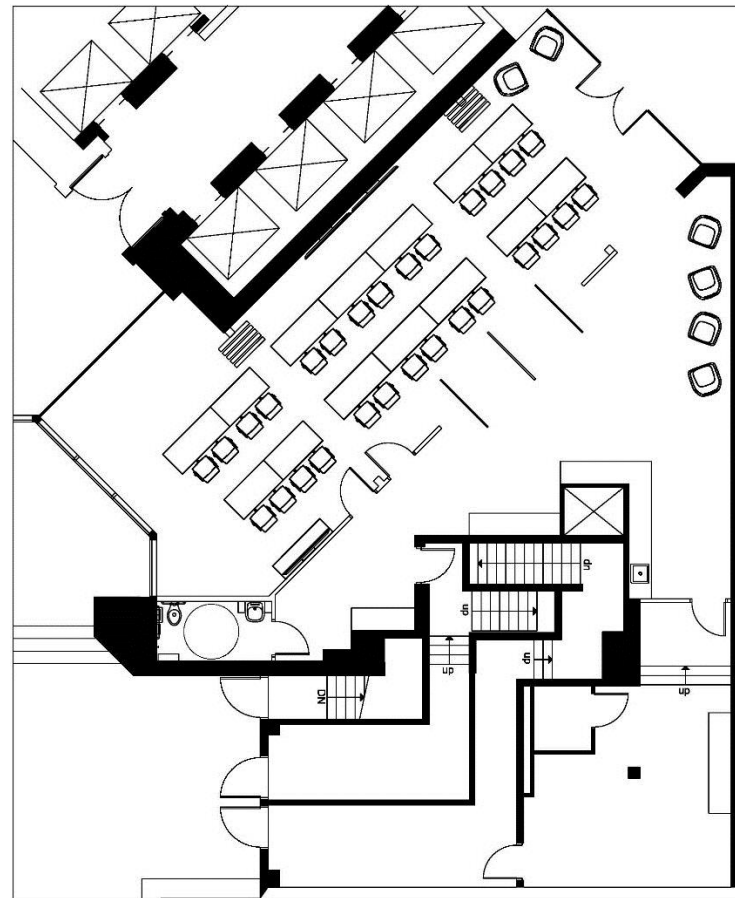
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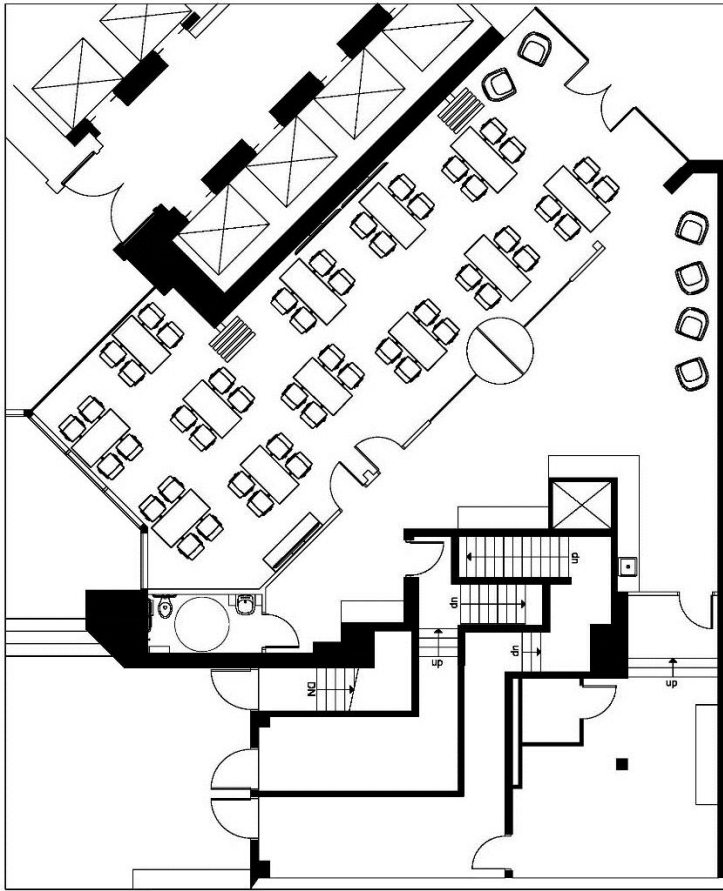
COUNT	
TABLES	14
CHAIRS	56
TOT. OCCUPANCY	56

**3** (with tenant supplied furniture /  
view of cocktail party set-up)



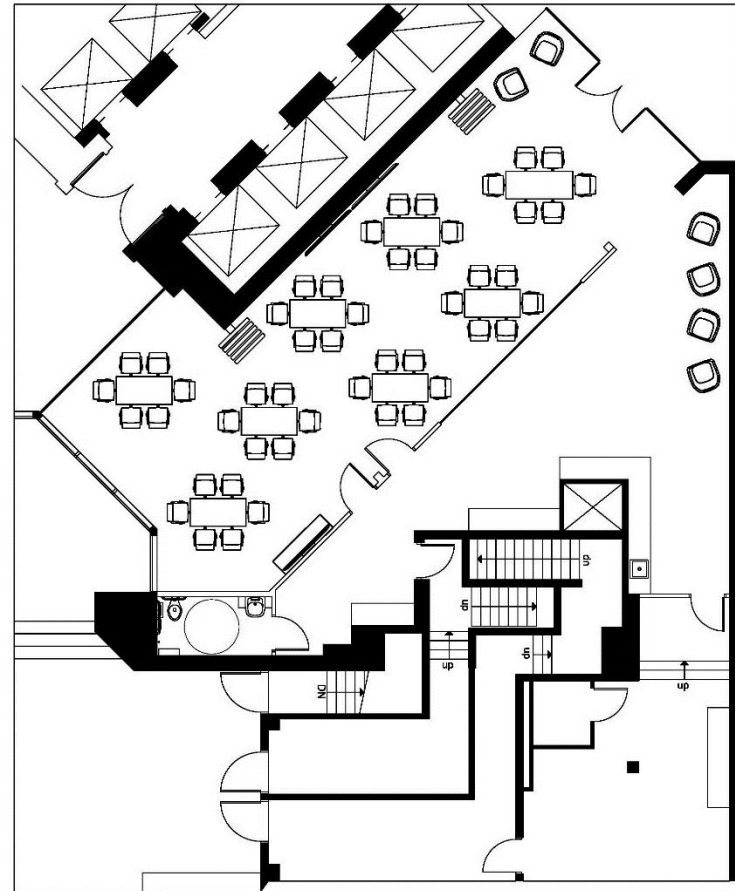
COUNT	
TABLES	14
CHAIRS	28
TOT. OCCUPANCY	28

**4**



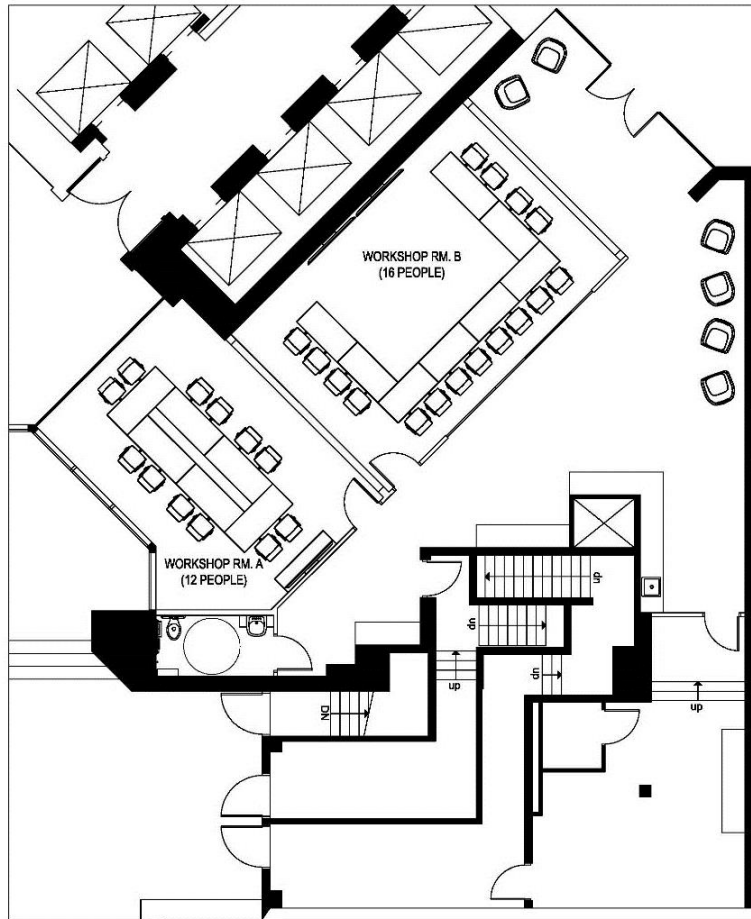
COUNT	
TABLES	12
CHAIRS	48
TOT. OCCUPANCY	48

5



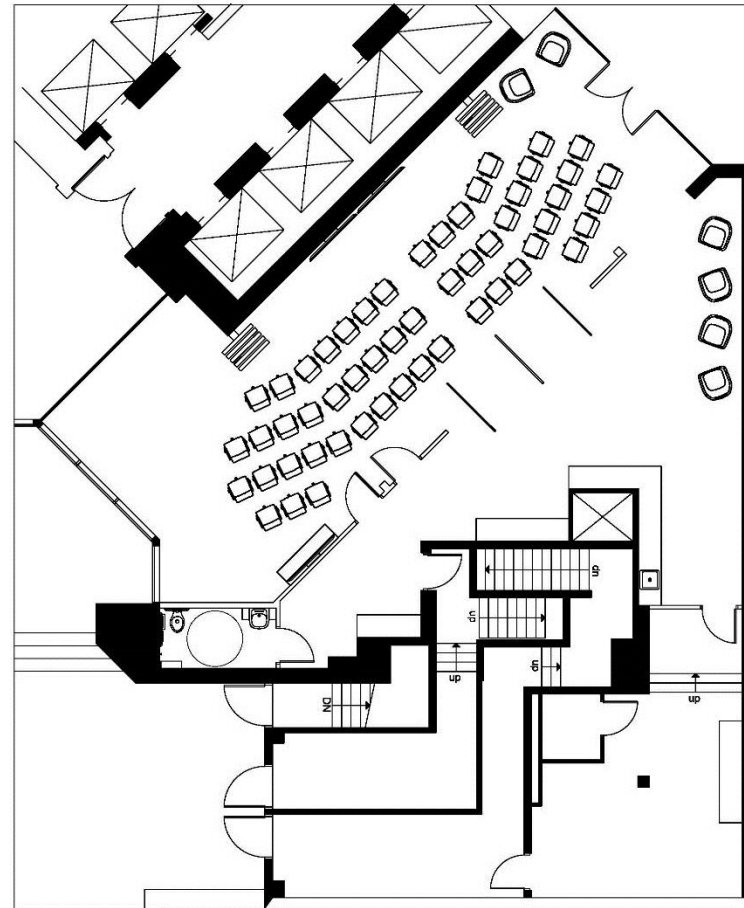
COUNT	
TABLES	8
CHAIRS	48
TOT. OCCUPANCY	48

6



COUNT	
WORKSHOP ROOM A	12
WORKSHOP ROOM B	16
TOT. OCCUPANCY	28

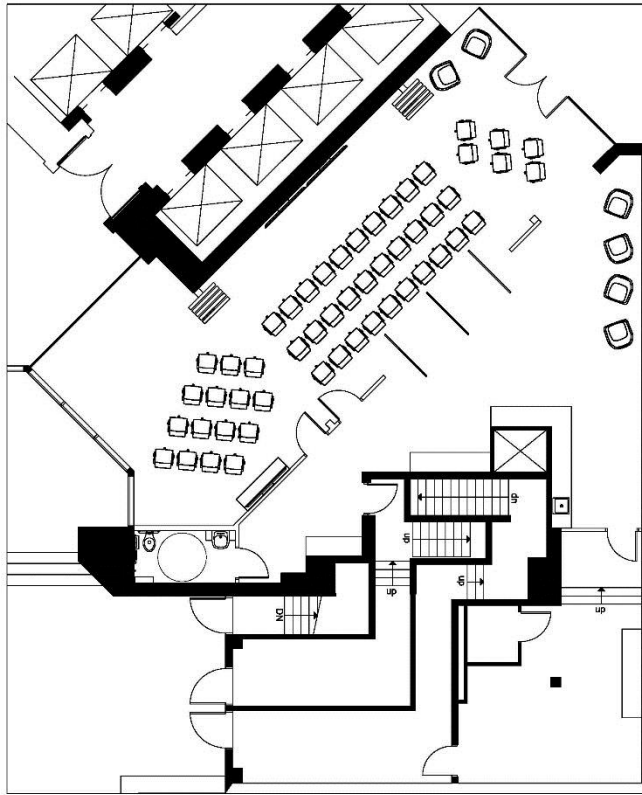
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COUNT	
TOT. OCCUPANCY	53

8





COUNT	
TOT. OCCUPANCY	51

9