

# First Tower

## *Conference Centre Capacities and Rental Rates*

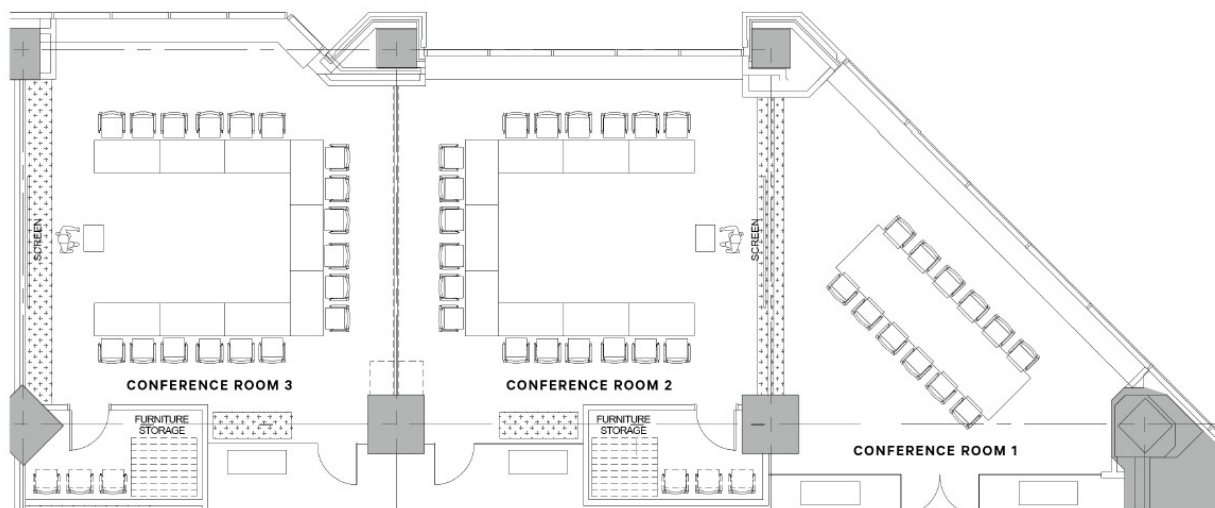
Room Capacities/Configurations:

Room Name	Boardroom	U-Shape	Theatre	Classroom
Conference Room 1	12	n/a	n/a	n/a
Conference Room 2	12	18	45	18
Conference Room 3	12	18	45	18
Room 2 & 3 combined	32	38	99	36

\*\*\* Please note- the above capacities are with space for catering tables and projector usage

Please call 587-208-4391 to discuss any layout customizations that you may require for your meeting.

Example room layout:





# First Tower

## Conference Centre Booking Form



*\*All fields must be completed prior to submitting your booking request – thank you!  
Please return by email to [FirstTower.TenantServices@HINES.com](mailto:FirstTower.TenantServices@HINES.com)*

Company: \_\_\_\_\_ Address: \_\_\_\_\_

Tenant Contact Present at Event: \_\_\_\_\_ Phone #: \_\_\_\_\_

On-Site Event Host: \_\_\_\_\_ Phone #: \_\_\_\_\_

Number of Attendees: \_\_\_\_\_ Date Required: \_\_\_\_\_ Time Required: \_\_\_\_\_

\*2-3 tenants will be permitted to enter the room 15 minutes in advance of Booking Time in order to set up. If more time is required then please adjust Booking Time to reflect that. Additional charges will apply for additional usage.

Text to be displayed on Room Screens for Suites 1,2, or 3 (i.e. “Meeting Topic”, “Company Name Only”):

\_\_\_\_\_

Room: 1  2  3  2 & 3

Configuration Required: Boardroom  U-shape  Theatre  Classroom  Other

**Please call 587-208-4391 to discuss any layout customizations that you may require for your meeting.**

Food Preparation Area Required: Y  N

This area offers a fridge, sink, warming drawers, ice maker, microwave and dishwasher for caterers.  
Cutlery and flatware not supplied.

Pens and Pads of Paper for each attendee: Y  N

Water Bottles: Y  N  #

**Please check this box  if you intend to serve liquor during your event:**

*A permit must be secured from the AGLC beforehand, with a copy submitted to the Property Manager. A liquor license may be obtained here: <https://aglc.ca/liquor/liquor-licences/apply-liquor-licence>*

AV Features Required (screen & projector already in Suites 2, 3 & televisions in 1):

Lapel Mic (Room 2 & 3 only)

Podium

HDMI Cord (Laptop Connect)

*\*All fields must be completed prior to submitting your booking request – thank you!  
Please return by email to [FirstTower.TenantServices@HINES.com](mailto:FirstTower.TenantServices@HINES.com)*

### **Tenant Contra Account Usage:**

Credits will be withdrawn from the Tenant Contra Account immediately after the 72-hour grace period. If the reservation is cancelled more than 5 business days before the event date, then the credits will be added back to the Tenant Contra Account.

### **Booking Terms and Conditions:**

#### **1. Cancellation Policy**

- A 3-day grace period will be applied for bookings- if cancelled 72 hours from the time of booking then no charge will apply. This does not apply for last minute bookings with less than 30 days before the event.
- All other bookings are subject to a cancellation charge of 100% of the room rental, if cancelled less than 5 business days before event. This amount can be applied to the Tenant CreditAccount.
- For all afterhours events, cancellations within 5 business days prior to the event will incur the full charge plus a 15% administrative fee & GST to be included on your invoice.
- No show - 100% charge billed directly to Tenant CreditAccount.

#### **2. Facility Restrictions**

All event signage, equipment, furniture, or food services must stay in the Licensed Area unless prior written consent by Hines. The User is responsible for cleaning, repair, or replacement costs resulting from misuse, neglect, criminal act, or misconduct. A minimum of \$500 replacement fee will be billed for damages from User act or omission.

The following are prohibited:

- Exercise and cooking classes
- Non-service animals
- Use of confetti
- On premise smoking by law
- Open flame
- Helium balloons

#### **3. Equipment**

Equipment provided must remain in the Licensed Area unless authorized and must be returned by end of booking. User will be billed replacement cost of lost or stolen items.

#### **4. Liability**

Hines assumes no liability for persons, lost articles, or outside equipment in the Licensed Area. Comprehensive public liability and property insurance is required for all events involving alcohol, non-employees, or when booked on clients' behalf.

#### **5. Enjoyment of the facility**

The Conference Centre is located on a tenant amenity floor and is intended for conferences, business meetings and presentations. As such, loud social events will not be permitted during operating hours and may be interrupted if the noise is disruptive to other tenants or Conference Centre bookings. If the event you are requesting to book is of a social nature, please be sure to inform us in advance so we can discuss appropriate arrangements.



# First Tower

## Conference Centre Booking Form



*\*All fields must be completed prior to submitting your booking request – thank you!  
Please return by email to [FirstTower.TenantServices@HINES.com](mailto:FirstTower.TenantServices@HINES.com)*

*Please sign below indicating your acceptance of the cancellation policy, booking fees, room rental cost, and additional amenities you have requested, as well as any cleaning of the Food Preparation Area. Conference Centre Rules and Regulations can be found here: [www.firsttower.ca](http://www.firsttower.ca)*

*If you intend to serve liquor at your function, a permit must be secured from the AGLC beforehand, with a copy submitted to the Property Manager. A liquor license may be obtained here: <https://aqic.ca/liquor/liquor-licences/apply-liquor-licence>*

Authorized Tenant Contact (signature): \_\_\_\_\_

Authorized Tenant Contact (please print): \_\_\_\_\_

**\*\*\*Booking is not confirmed until this form is signed by the Community Manager and returned to the Authorized Tenant Contact.\*\*\***

Conference Centre Office Use Only:

Date Confirmed and Form returned to Contact: \_\_\_\_\_

Conference Centre Coordinator Approval: \_\_\_\_\_

Total Anticipated Room Rental Charges: \_\_\_\_\_

Applied to Tenant Contra Account: Yes  No  Reservation ID: \_\_\_\_\_