



FIRST TOWER CONFERENCE CENTRE BOOKING FORM

ROOM CONFIGURATION

Please refer to the list of standard configurations and room capacities below when making your selection. Please call 587-208-4391 to discuss any layout customizations that you may require for your meeting.

Boardroom

U-Shape

Theatre

Classroom

<ul style="list-style-type: none"> • Maximum of 12 guests in any room • Conference Room 1 can only be laid out in boardroom configuration 	<ul style="list-style-type: none"> • Maximum of 18 guests in room 2 or 3 • Maximum of 38 guests in combined layout 	<ul style="list-style-type: none"> • Maximum of 45 guests in room 2 or 3 • Maximum of 99 guests in combined layout 	<ul style="list-style-type: none"> • Maximum of 18 guests in room 2 or 3 • Maximum of 36 guests in combined layout • <i>Note – desk outlets not enabled in this layout</i>

ADDITIONAL REQUIREMENTS

Food Preparation Area Required:

Yes

No

This area offers plenty of counter space along with a fridge, sink, warming drawers, ice maker, microwave, and dishwasher for caterers.

If flatware or dinnerware are required for up to 40 guests, please email FirstTower.TenantServices@Hines.com with specific requirements. Groups larger than 40 will be required to provide their own flatware and/or dinnerware.



Food preparation area

Pens and Pads of Paper required for each attendee:

Yes

No

Water Glasses and Pitchers Required:

Yes

No

Glasses Required: _____ Pitchers Required: _____

Water is self-serve. Pitchers and glasses can be filled using the still and sparkling water taps in the Conference Centre Lounge or using the filtered water tap in the food preparation area.



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Liquor License Required:

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 / Room Accessories Required:

HDMI Cord (Laptop Connect)

Podium

Lapel Mic (Room 2 & 3 Only)

Room 2 & 3 come equipped with integrated projector, microphone, speakers, and webcams. Room 1 comes equipped with a large digital display, webcam, and videoconferencing unit.

Please check this box if you would like to schedule a tech rehearsal/walkthrough with a representative from Hines prior to your booking

RULES & REGULATIONS

Please thoroughly review the following rules & regulations before signing off on the next page.

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 Credit Account.
- 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 Credit Account.



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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
- Use of confetti
- Open flame
- Non-service animals
- On premise smoking by law
- 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 inform us in advance so we can discuss appropriate arrangements.

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.

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 USE ONLY	
Date Confirmed and Form returned to Contact:	_____
Community Manager or Property Manager Approval:	_____
Total Anticipated Room Rental Charges:	_____
Applied to Tenant Contra Account:	Yes <input type="checkbox"/> No <input type="checkbox"/> Reservation ID: _____