



CONFERENCE CENTRE PACKAGE



Welcome to **Jamieson Place**



**308 4th Avenue SW
Calgary, AB
T2P 0H7**



General Information:

The Jamieson Place Conference Centre was designed to accommodate the tenants of Jamieson Place. Tenants may book functions up to 6 months in advance. Virtual credits are applicable to Jamieson Place tenants and real dollar costs are applicable to all other users. The Conference Centre can be booked no later than 2 business days in advance. Availability can be viewed on our website, www.jamiesonplace.com under the Jamieson Place Conference Centre.

Virtual credits are allotted at the rate of \$100 per 1000 square feet leased per calendar year (prorated in the first year of occupancy). Credits are non-transferable and do not carry over yearly. Sub-tenants of Jamieson Place have the same privileges as head tenants but must provide authorization from the head tenant to use any credits.

Non-tenants will be charged the cost listed as virtual dollars. Users will be invoiced directly after the meeting and an additional 15% administration fee will be applied.



Meeting Room Features:

The Jamieson Place Conference Centre includes two spacious rooms that may be combined into one large meeting room. The rooms are separated by a soundproof operable wall and may be configured to fit 14 people to 120 people. Both rooms have state-of-the-art audio visual equipment, access to internet, as well as video and teleconferencing capabilities.

Meeting room A includes:

- 1 HD projection screen
- 1 podium
- 2 - 32" Sony LCD Panel TV's
- Wireless Mike System

Meeting room B includes:

- 1 HD projection screen
- 1 podium
- 2 - 32" Sony LCD Panel TV's
- Wireless Mike System

Please note: Tenants will be required to provide their own laptop computer for presentations.



CRESTRON
CONTROL SYSTEM TECHNOLOGIES



Meeting Room Descriptions:

Meeting Rooms:

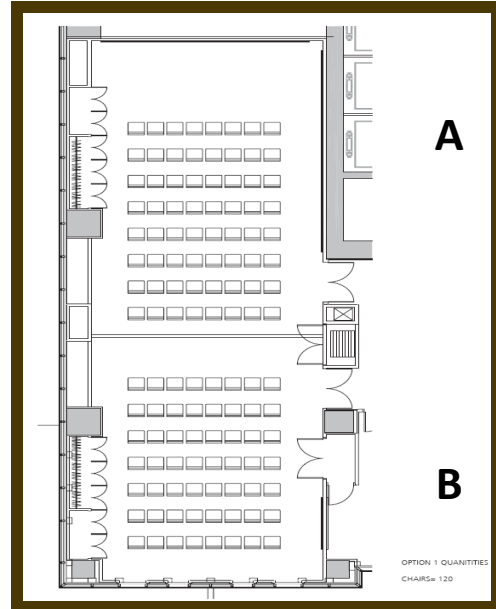
Set up	Room A	Room B	Room A,B
U shape	28 seats	20 seats	56 seats
Classroom	36 seats	24 seats	66 seats
Boardroom	24 seats	16 seats	52 seats
Theatre	70 seats	49 seats	119 seats

Booking Rates:

The sessions available for booking are as follows:
Rates are subject to change.

Rooms will open one half hour before scheduled booking time to allow for set up of presentation.

Meeting Rooms	Session A 8:00 am to 4:30 pm	Session B 11:00 am to 1:30 pm	Session C 8:00 am to 12:00 pm or 1:00 pm to 4:30 pm	Session D After 5:00 pm Subject to approval
A	\$200	\$150	\$150	\$500
B	\$200	\$150	\$150	\$500
A & B	\$400	\$300	\$300	\$500





Booking Information:

Tenants can book a meeting in the Jamieson Place Conference Centre online via the Jamieson Place website with a username and password.

www.jamiesonplace.com

Username:

Password:

Other descriptions of seating layout and rules and regulations can be located on the secure portion of the website. When all of the details for the booking have been included, and the reservation has been received, the time slot will be listed as “booked”. No other tenant will be able to book the time slot while your reservation is listed as “booked”.

The reservation and details will be confirmed one week before the booked date. If there are any changes to be made with times dates or details, contact the Tenant Relations Manager.



Cancellation Policy:

- a) Within 5-9 days of your event – 50% of room fee.
- b) Less than 5 days prior to your event – 100% of room fee.
- c) No notice, full charges apply.

Jamieson Place tenants or any other group using the Conference Centre are responsible for any damages incurred during their function. Any user with outstanding invoices from the Conference Centre may be denied further access to the Centre until arrears are paid in full.

There is absolutely NO SMOKING in the Conference Centre. There are designated areas outside of the building.

Tenant/Client to ensure caterers remove all dishes, equipment etc.; and place garbage/waste and bottles in the waste bins and the recycling bins that have been provided. Additional cleaning charges will apply.

Conference Centre management has the right to restrict or suspend any tenant accessing the Conference Centre for not respecting the above rules and regulations.





After Hours Functions:

If you are planning an after business hours event in the Conference Centre, please contact the Tenant Relations Manager to consult with planning.

All after hours functions will be billed full charges of \$500.00 for a minimum of 4 hours and \$65.00 for each additional hour. This real cost will cover security, cleaning and HVAC etc.

All other expenses incurred by an after hours function, will be charged to the user at cost plus an administration fee of 15%.

Any changes to an after hours booking reservation must be finalized with the Conference Centre no later than one (1) week prior to the function.



Planning Guide:

There is a booking request form (aka: Planning Guide) as part of this package and requests can also be made online at www.jamiesonplace.com. The Planning Guide is located at the back of this package. To book online, simply log-on to the password protected portion of the site and select Jamieson Place Conference Centre from the right hand menu. You can also book by contacting the Tenant Relations Manager.

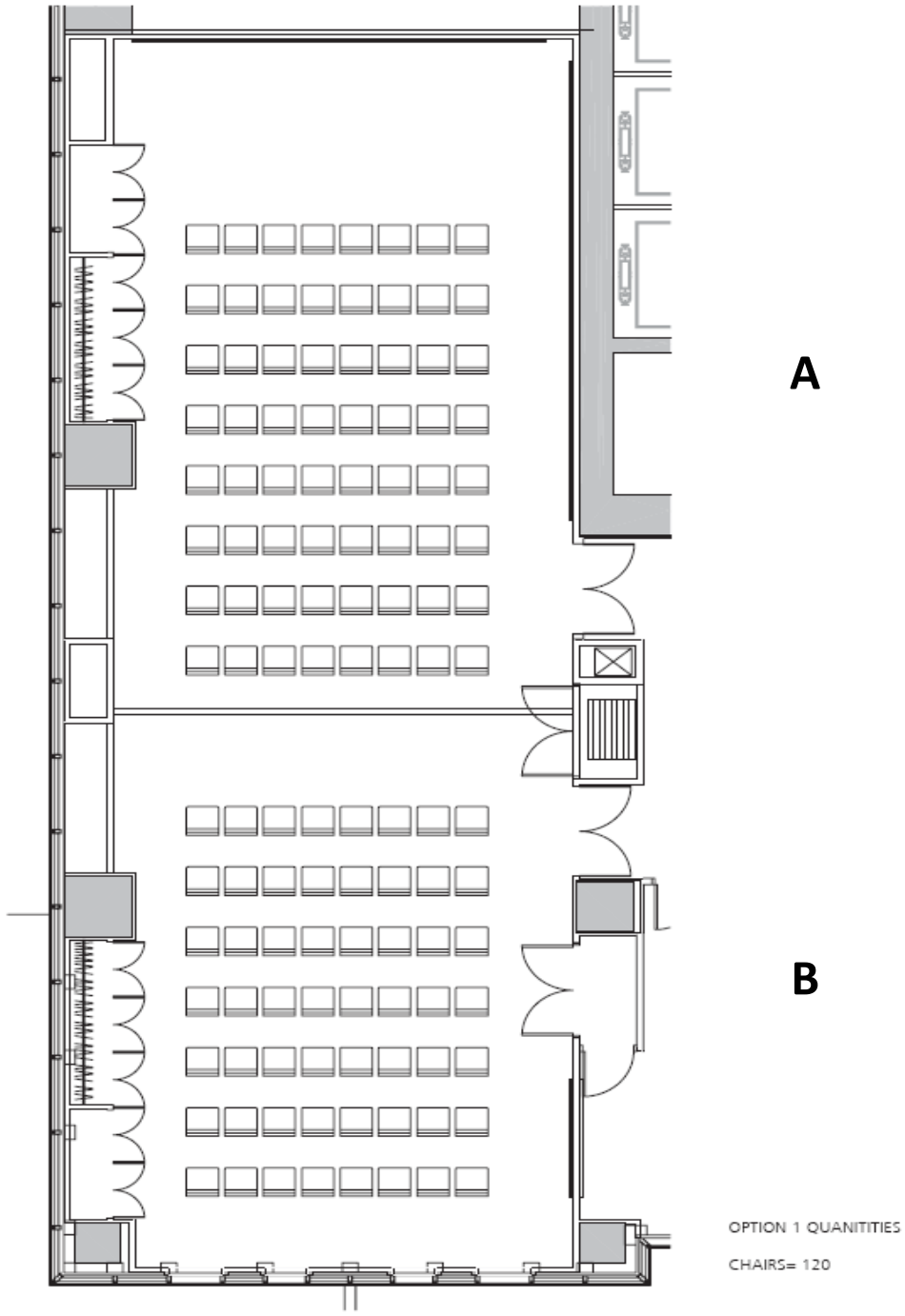
If you have any questions or wish to find what your current credit balance is, please contact the Tenant Relations Manager.

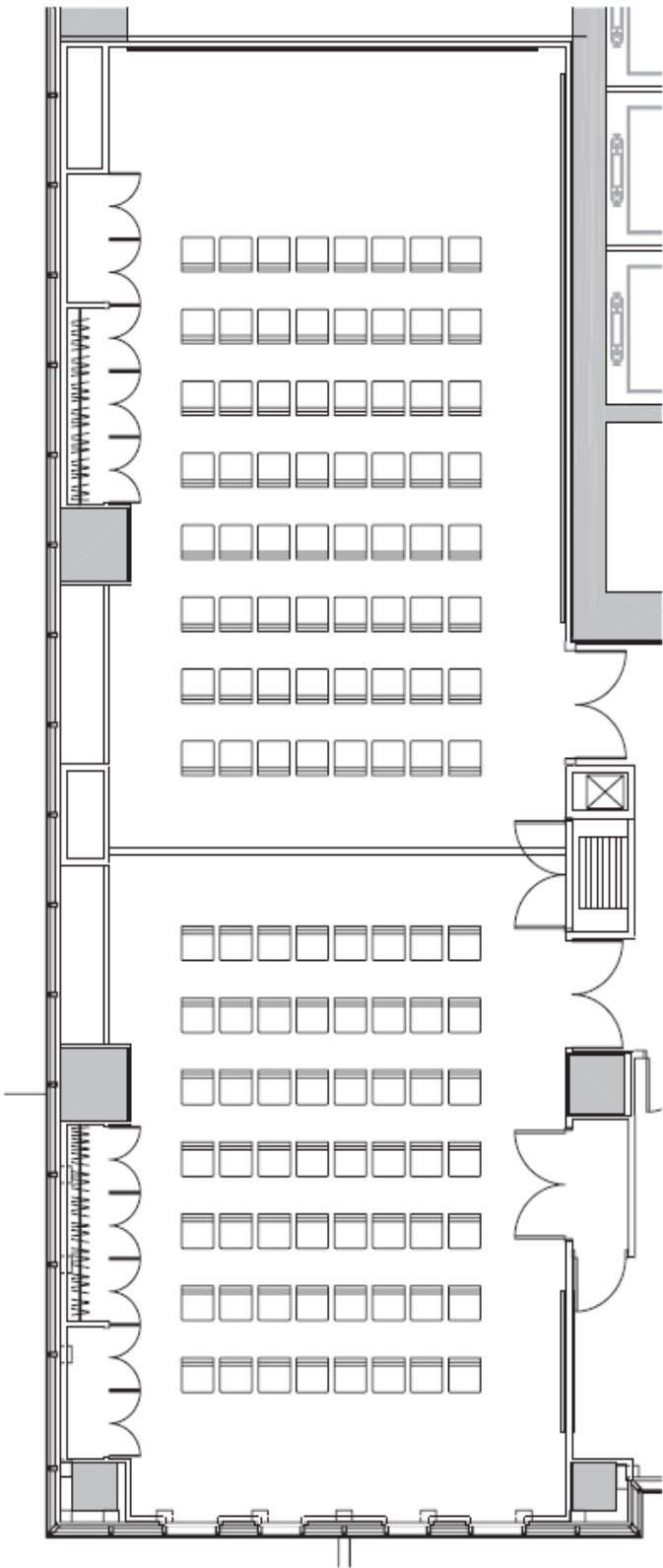
Contact Information:

Simona Berneanu
Tenant Relations Manager
Bentall Kennedy LP
403-303-2426 - office
403-701-0917 - cellular
sberneanu@bentallkennedy.com



Examples:



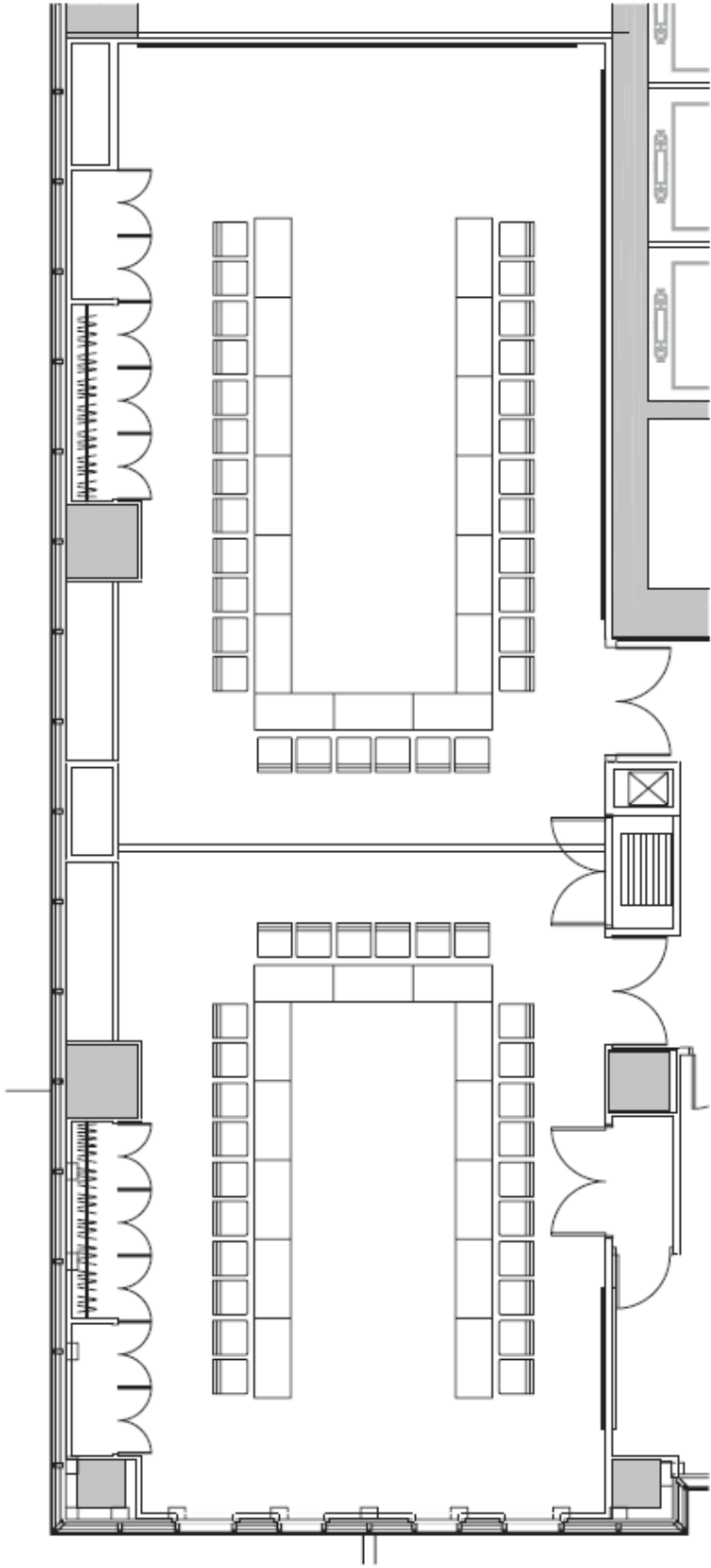


A

B

OPTION 2 QUANTITIES

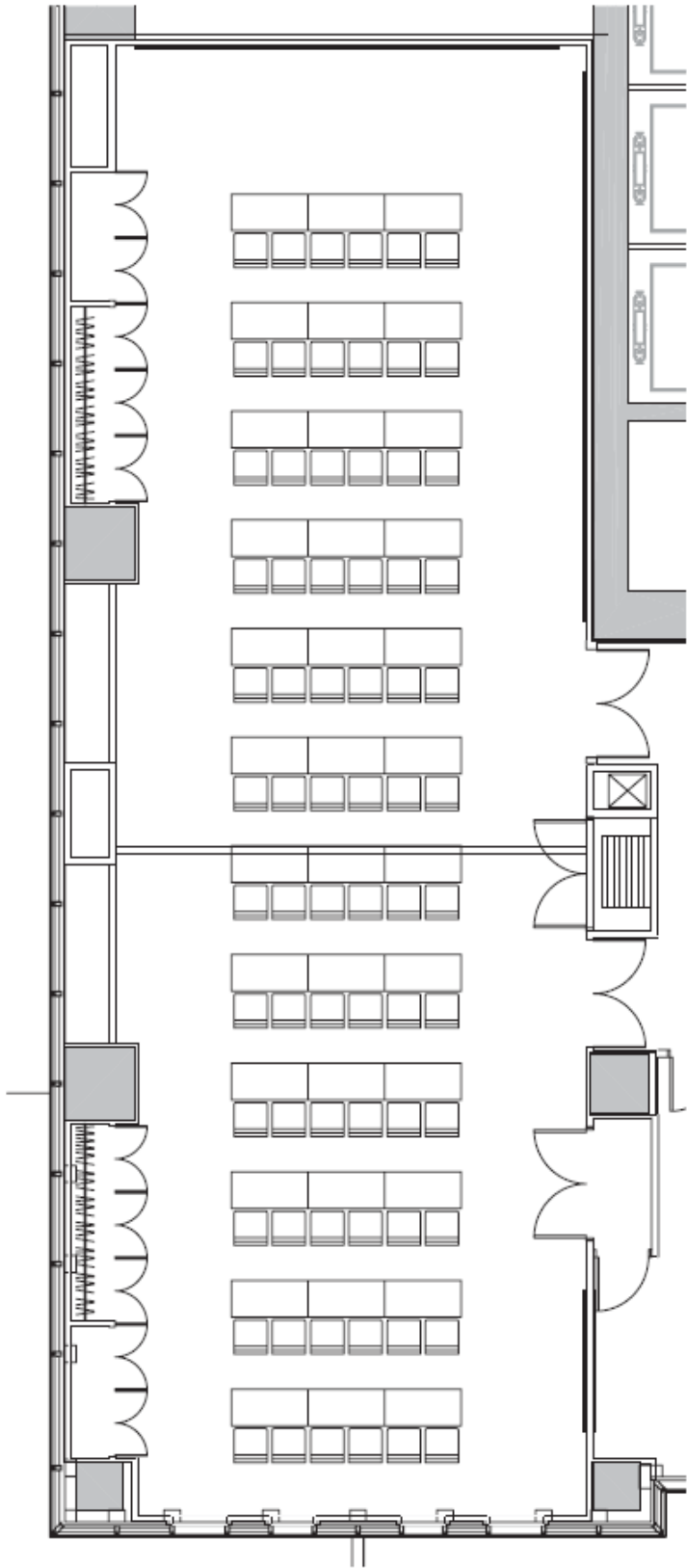
CHAIRS= 120



A

B

OPTION 3 QUANTITIES
 CHAIRS= 56
 TABLES= 28



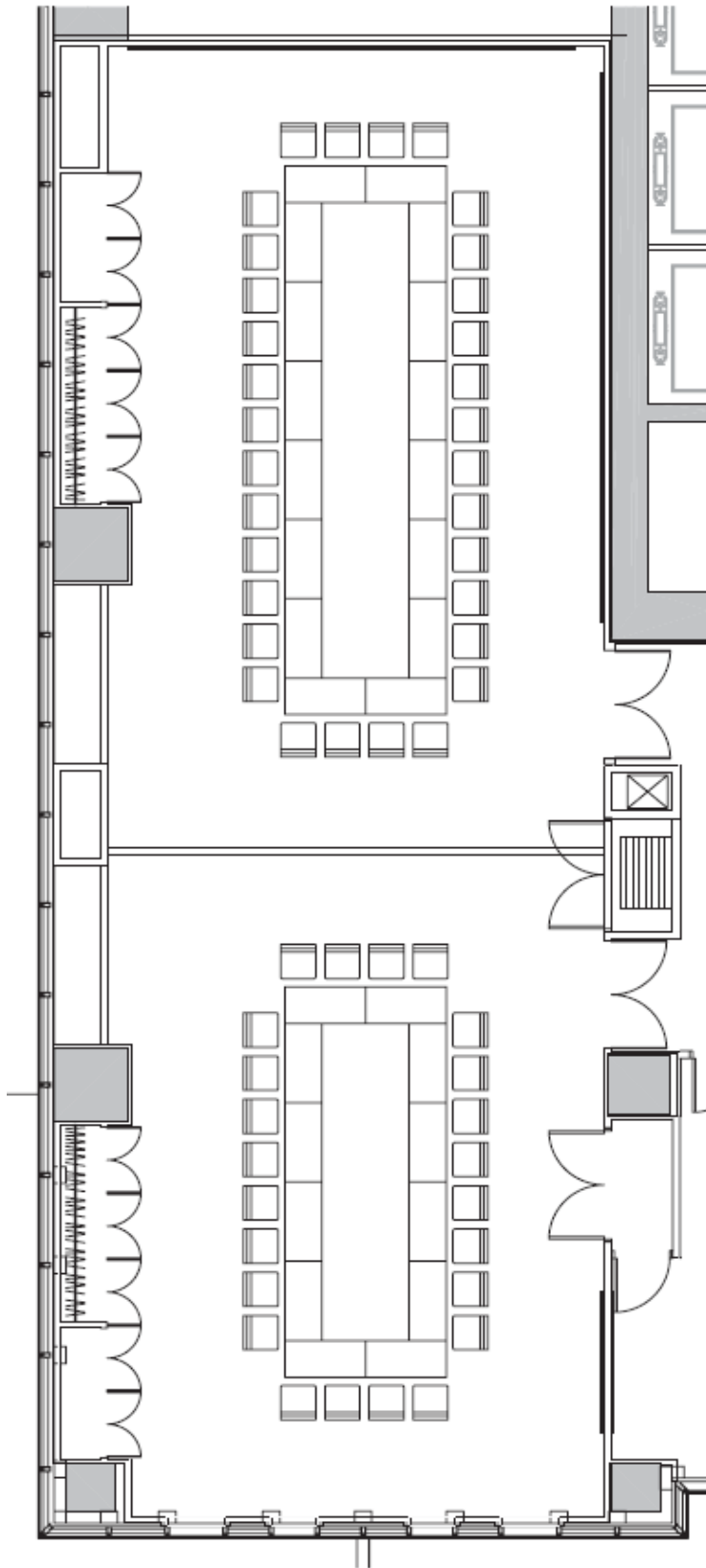
A

B

OPTION 4 QUANTITIES

CHAIRS= 72

TABLES= 36



A

B

OPTION 5 QUANTITIES

CHAIRS= 56

TABLES= 28



Planning Guide

Booking Request Form (also available online)

Email: sberneanu@bentallkenedy.com

Website: www.jamiesonplace.com

Company name: _____

Today's Date: _____

Contact name: _____

Phone #: _____

Fax #: _____

Email: _____

Room Requirements

Room: _____

Date required: _____

Session: _____ From: _____ To: _____

of People: _____

Set-up: U-shape Classroom Boardroom Theatre

Other (specify) _____

Details: _____

Audio Visual Requirements

Please circle the equipment you require:

LCD projector

P.A. System

Teleconferencing

DVD

Podium Video conferencing

Wireless Mike System