

ENBRIDGE CENTRE
Conference Centre Booking Form
Location: 23rd Floor, Suite 2330

Company: _____ Suite: _____

Tenant Contact: _____ Phone #: _____

On-Site Meeting Contact: _____ Phone #: _____

**The Conference Centre is exclusively available for use by tenants of Enbridge Centre.*

Number of Attendees: _____ Date Required: _____

Time Required:

Full Day 8:00 am – 5:00 pm Half Day 8:00 am – 12:00 pm Half Day 1:00 pm – 5:00 pm

Other (Please specify): Start Time _____ End Time: _____

***Hours outside the standard full-day / half-day periods will be subject to a full-day rental charge.**

****Event hosts will be permitted to enter the room 30 minutes before the booking time to set up. Please adjust the booking time to reflect that if more time is required. Additional charges will apply for extra usage.**

Text to be displayed on the Directory Screen (i.e., "Meeting Topic," "Company Name"):

Room Required: 1 2 3 4 2&3

Configuration Required: Boardroom Classroom

Please note: There is an additional fee of \$15 for a custom layout. Please email enbridge.centre@hines.com to discuss any layout customizations you may require for your meeting.

Additional Set-Up Notes:

Breakout Room Required (first come, first serve): Yes No

Ramsey Bistro (first come, first serve): Yes No

Complimentary beverage option:

1. Water
2. Coffee - Decaf Regular
3. Tea
4. None



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Portable Whiteboard & Markers (first come, first serve): 1 2 3 4 None

Tenant Credits Usage:

Credits will be withdrawn from the Tenant Credit Account immediately upon booking. If the booking is cancelled less than 24 hours in advance, the full number of credits will be withdrawn.

**Please note that if you run out of credits, an Administrative Fee (15%) and GST will be applied to the charges as per the tenant lease.*

Please note:

The Conference Centre is on a multi-tenant floor and 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 disrupts other tenants or Conference Centre bookings. If your event disrupts other bookings, a penalty of additional fees or loss of privileges may apply. 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, rules and regulations (separate documents), booking fees, room rental cost, and room set-up you requested.

Authorized Tenant Contact (signature): _____

Authorized Tenant Contact (please print): _____

*****Booking is not confirmed until this form is signed by the Conference Centre Coordinator and a copy is returned to the Authorized Tenant Contact.**

Office Use Only	
Date Confirmed and Form Returned to Contact:	_____
Conference Centre Coordinator Approval:	_____
Total Anticipated Room Rental Charges:	_____
Applied to Tenant Credit Account:	Yes <input type="checkbox"/> No <input type="checkbox"/>



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Room Rental Rates:

Room Rental fees are based on a credit system. Cleaning rates are an additional cost applied to each booking.

Room	Full Day 8:00 am – 5:00 pm or anything outside of full-day / half-day hours	Half Day 8:00 am – 12:00 pm or 1:00 pm – 5:00 pm	Cleaning Rate (Plus GST and 15% Admin Fee)
1	1	0.5	\$16
2	1.5	0.75	\$25
3	1.5	0.75	\$25
4	2	1	\$29
2&3	3	1.5	\$36

Room Rental Rates without the use of credits:

Room	Full Day 8:00 am – 5:00 pm or anything outside of full-day / half-day hours	Half Day 8:00 am – 12:00 pm or 1:00 pm – 5:00 pm	Cleaning Rate (Plus GST and 15% Admin Fee)
1	\$20	\$15	\$16
2	\$25	\$20	\$25
3	\$25	\$20	\$25
4	\$30	\$25	\$29
2&3	\$35	\$30	\$36
Weekday Afterhours	\$47 per hour (includes cleaning fee plus GST and 15% Admin Fee)		

Room Capacities:

These standard set-up configurations are included in the room rental. **A custom layout will be subject to an additional fee of \$15.** Please email enbridge.centre@hines.com to discuss any layout customizations you may require for your meeting.

Room	Boardroom	Classroom
1	10	
2	14	15
3	16	15
2&3	30	30
4	20	20

****Please note that the Conference Centre has 60 chairs in total. If you require the use of all 60 chairs, you must book the entire Conference Centre.**

Cancellation Policy:

- If cancelled 24 hours before the booking, no charge will apply.
- If cancelled less than 24 hours before the event, all bookings are subject to a cancellation charge of 100% of the credits / room rental.
- No-shows will be charged 100% of the credits / room rental.



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CENTRE

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