



Welcome back to the Renovated and Expanded &Conference.

ACCESS

Once you have downloaded the **Aspen App** and click “request membership”, your office tenant contact will need to approve your access to the App. Once approved, you will be able to create your login then, will be required to complete the **Aspen Club Master Waiver** registration form to receive access to all amenities in the Aspen portfolio. You will find the Aspen App in the App Store or Google Play Store.

Once you have completed the above steps, access to The Ampersand amenities will be granted to you through our **Mobile Door Access (MDA)** system through the Aspen App. Please go to the home page on the App, click “Door Access” and touch your phone to the MDA reader and the door will unlock for you. Please be sure to scan the reader each time you visit the amenities, even if you are coming through an open door behind another person.

BOOKING

In order to use the Conference Center, you must have a booking in the Aspen App. Please have your Office Administrator complete all room bookings. If you require more than one person from your office to complete bookings, please reach out to Alison Cox for assistance at acox@aspenproperties.ca

Building amenities are private facilities for the exclusive use of Aspen Properties tenants. For liability and safety reasons, spouses, children, or friends may not book this facility. Tenants may book meetings up to 2 months in advance via the Aspen App, with all bookings on a first come first serve basis.

HOURS

&Conference is open for meeting room bookings 24/7 every day of the week.

Please note that cleaning of the &Conference will be completed each evening from Monday to Friday. Conference Room doors will be locked on the weekends, please check in with Security at the main floor concierge desk to have the room unlocked for your meeting should it fall on Saturday or Sunday.

HVAC Hours

Monday – Friday 6:00 a.m. – 8:00 p.m.

Saturdays 6:00 a.m. – 1:00 p.m.

Sundays & Statutory Holidays: OFF

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Should you require extra HVAC on the weekend, please contact Alison by the Thursday prior to the weekend by no later than 4:30 pm.

AV Assistance Hours

Should you require Audio Visual assistance, Alison is available Monday to Friday from 8 am – 4:30 pm to help you set up your meeting. Please note there is no AV assistance on weekends, please arrange an AV walkthrough with Alison prior to the weekend to ensure you know how to operate The Conference Center systems.

PRIVATE EVENTS

&Conference is open for Private Function bookings from 7:00am – 11:00pm any day of the week.

Tenants may book events in the Conference Center up to 6 months in advance. If your event occurs outside of regular Conference Center hours (weekdays after 6:00 pm or on weekends), there will be no credit charge to use the facility. Should you wish to host an event in our Conference Center, please reach out to Alison Cox at acox@aspenproperties.ca for further information.

&CONFERENCE ROOM DESCRIPTIONS

MAIN RECEPTION

Located just inside the main entrance to &Conference is a lounge area with soft seating and a small galley kitchen with a sink, refrigerator, Vivreau water tap (cold, hot and sparkling water), to allow for a quick break before getting back to work or heading home. This area is an excellent prep area for any catering for your event.

CONFERENCE ROOM A

This room comes equipped with 2 new 133" screens with 2 LCD projectors, a multitude of audio and video capabilities including conference call equipment. Lapel microphones and handheld microphones are available on request. Conference Room A has a capacity of 90 persons, if arranged in theatre style.

There is the ability for external AV companies to connect to our in-house audio and video system with the necessary control.

An operable wall will separate Conference Room A and Conference Room B. The 2 rooms can be combined for a total capacity of 260 in a theatre style seating arrangement.

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CONFERENCE ROOM B

This room comes equipped with 1 new 133" screen with LCD projector, and a multitude of audio and video capabilities, including conference call equipment. Lapel microphones and handheld microphones are available on request. Conference Room B has a capacity of 60 persons, if arranged in theatre style.

An operable wall will separate Conference Room A and Conference Room B. The 2 rooms can be combined for a total capacity of 260 in a theatre style seating arrangement.

CONFERENCE ROOMS C & D

This combined room comes equipped with 2 new 4K 65" TV's, and a multitude of audio and video capabilities, including conference call equipment. Lapel microphones and handheld microphones are available on request.

An operable wall will separate Conference Room C and Conference Room D. The 2 rooms can be combined for a total capacity of 40 in a theatre style seating arrangement or have a capacity of 20 if booked separately.

C & D PRE-FUNCTION AREA

Located just outside of Conference Rooms C and D is a lounge area with soft seating and a counter area with a Vivreau Water tap (cold, hot and sparkling water). This is a flexible area for setting up catering or to take a break from a meeting. Please note if you want the reception area all to yourself, you will need to book the entire Conference Center.

CONFERENCE ROOM E

This room comes equipped with 1 new 120" screen with a 4K LCD projector, and a multitude of audio and video capabilities, including conference call equipment. Lapel microphones and handheld microphones are available on request.

Capacity for this room is 40 people and it is set up as a permanent classroom. The room is built on 3 tiers with fixed work surfaces. Each station has an electrical supply for individual computer plug ins.

MEETING PODS 1 & 2

These rooms are set up boardroom style with room for 8 people around a 40" screen with HDMI capability overlooking the main plaza.

ADDITIONAL AV - AVAILABLE BY REQUEST

Television Cart, Flipcharts, External AV Company access, Wireless Internet, Dedicated data connections

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FURNITURE SET UP / TAKE DOWN

If you have specific furniture layout or AV requirements for your meeting, please contact acox@aspenproperties.ca or **403.231.4308**. All furniture set up and take down is charged at \$30.00 per hour (this includes GST and Administration fee) and will be invoiced to you after your event. Should you need any help setting up the AV equipment the day of your meeting or would like to schedule a test run of the equipment in advance of your meeting, please contact Alison.

&CONFERENCE KITCHEN

If you wanted to serve non-alcoholic beverages during your meeting, the kitchen is fully stocked with mugs and water glasses, as well as two dishwashers to place used glasses after your meeting. The kitchen includes a complimentary Keurig machine, you must supply your own pods should you wish to use it. The kitchen includes a large fridge with a freezer, that is stocked with ice. Should you wish to serve alcoholic beverages during your function, you will need to provide a Liquor License for the duration of your booking.

SAFETY & EMERGENCY PROCEDURES

In the case of severe injury or medical emergency, phone 911 immediately and notify our 24 hour Security team at 403.781.8500. Fire Evacuation routes are found posted on the entrances to &Conference. Should evacuation be required, an alarm will sound and an announcement will be heard over the speaker system. One Fire exit stairwell can be found on the east wing of the Conference Center, in the same hallway as the barrier free washroom. The second Fire exit stairwell is located on the west wing of the Conference center, near the men and women's washroom. If you take either of these stairwells to ground level, you can exit the building and continue outside to the Muster Point.

&CONFERENCE POLICIES

- **Requesting reservations on short notice** – Bookings that are required for the next business day need to be submitted by 3:00pm the day prior. Please confirm your booking by calling 403.231.4308
- **Changes to a reservation** – Any changes to a booking (i.e. number of guests attending, room setup, start time, etc.) need to be provided no later than 3 business days prior to the function.
- **Cancellation Policy** – Cancellations need to be completed on the Aspen App at least 24 hours prior to your booking date; otherwise credits will be deducted from your account.

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*Please note that changing or switching of the booking date will qualify as a cancellation.

- **Damages to the &Conference** – The Ampersand tenants using the &Conference are responsible for any damage incurred during their function and costs may apply. This includes any damages to Audio/Visual equipment, furniture or other equipment located therein. All costs will be billed back to the tenant.
- **Respect for Members** – Please show respect for others by refraining from using foul language or shouting while you are using &Conference.
- **Sanitizers** - Sanitizer will be placed in each room as well as on stands throughout the common area of the Centre.

ROOM SET-UPS & CAPACITIES

Rooms	Theatre Setup – Chairs Only	Classroom - 2 person per desk	U-Shape
Conference A	90	72	36
Conference B	60	32	24
Conference A & B	230	100+	76
Conference C	20	8	8
Conference D	20	8	8
Conference C & D	40	16	16
Conference E	N/A	40	N/A
Meeting Pod 1	N/A	N/A	8
Meeting Pod 2	N/A	N/A	8

MANAGEMENT

&Conference is managed and operated by Aspen Property Management. Any questions about the facility or bookings can be directed to Alison Cox at **403.231.4308** or acox@aspenproperties.ca

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