



Welcome to the &Lounge at The Ampersand

We are excited to invite you to enjoy the flexibility of this space, for a place to relax, work, meet co-workers and other tenants, have a drink, sit by the fire, step out onto the patio, play boardgames or watch TV.

LOCATION

Located on the +15 level, to the West of the Fitness Centre.

HOURS

The &Lounge bar is open from 12pm – 6pm daily, with the exception of Thursdays. The &Lounge bar will be open from 12pm – 7pm on Thursdays, with no private bookings allowed.

A schedule of special lounge events will be provided to you on a regular basis, typically in our weekly notice or our Events Calendar: <https://www.aspenproperties.ca/amp-events>

HVAC HOURS

Monday – Friday	6:00 AM – 8:00 PM
Saturdays	6:00 AM – 1:00 PM
Sundays & Statutory Holidays:	OFF

THE PATIO

When the weather is nice, please feel free to step out on to the beautiful patio to enjoy your drink, have lunch or a meeting. The area has been repaved and is furnished with soft seating and tables to allow you to visit and relax outside. In the spring and fall months when the weather begins to cool down, we have heaters for the patio for use and until the end of October.

MEMBERSHIP

The &Lounge is part of the amenities included in your Aspen Club Membership and all tenants may use the space.

ACCESS

Once you have downloaded the **Aspen App** and click “request membership”, your office tenant contact Access” and touch your phone to the MDA reader and the door will unlock for you. Please be sure will need to approve your access to the App. Once approved, you will be able to create your login. Once created, you 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 all steps are completed, access to all amenities in the Aspen portfolio will be granted to you via the Aspen App through our **Mobile Door Access (MDA)** system. Please go to the home page on the App, click “Door to scan the reader each time you visit the amenities, even if you are coming through an open door behind another person. If you have issues with the Mobile door reader, please contact concierge at 404.781.8519.

MANAGEMENT

The &Lounge is managed and operated by Aspen Property Management. All staff working within the &Lounge have a valid ProServe license provided from the Alberta Gaming, Liquor and Cannabis (AGLC).

MENU ITEMS & PAYMENT

The &Lounge is proud to offer a wide selection of beer, wine, cocktails and high balls, as well as some light snacks, to tenants of The Ampersand. Please check the menu at the &Lounge for further details and prices. Both credit and debit card payments will be accepted; we are not able to take cash payments.

BOOKINGS, EVENTS & RESERVATIONS

Tenant Private Events may be booked on weekdays from 4pm (except Thursdays); and on weekends from 9am. For availability and pricing, please contact Ampersand Events Team - ampersandevents@aspenproperties.ca

Tenants may book functions with a minimum of 2 weeks’ notice; all bookings are on a first come first serve basis.

While there is no charge for the use of the &Lounge. Other charges such as bartending services, liquor purchases, cleaning, HVAC and security may be applicable, depending on your event. You will be able to discuss your requirements for your events and any applicable charges with the Events team and an estimate for these services will be provided to you prior to the event.

The rate of Cleaning, After Hour HVAC and Security is as follows:

- Cleaning - \$90 for weekdays and \$250 for weekends
- HVAC - \$75/hour after 8pm on weekdays, after 1PM on weekends
- Security - \$35/hour for a minimum of 3 hours

- Bartending - \$35/hour for a minimum of 4 hours (not including 18% gratuity)

All additional costs are subject to a 15% Administration fee. If you serve alcohol at your event, you must use Aspen's liquor supply and bartenders. All events have a minimum of 18% gratuity.

Furniture is not to be moved anytime before, during, and after the booking.

SAFETY & EMERGENCY PROCEDURES

In 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 the Tenant Lounge. Should evacuation be required, an alarm will sound, and an announcement will be heard over the speaker system.

&LOUNGE POLICIES

- & **Requesting bookings on short notice** – All private booking request must be received and confirmed at least 2 weeks prior to your event date.
- & **Changes to a booking** – Any changes to a booking (i.e. number of guests attending, room setup, start time, etc.) need to be provided no later than 5 business days prior to the function.
- & **Cancellation Policy** – Cancellations need to be completed 3 days prior to your booking date. If not, you will be charged up to full price cancellation fee.
*Please note that changing or switching of the booking date may qualify as a cancellation.
- & **Damages to the Tenant Lounge** – Tenants using the &Lounge are responsible for any damage incurred during their function and costs may apply. This includes any damages to the furniture or other equipment located therein. A 15% Administration Fee will be applicable for any repairs completed by the Landlord.
- & **Respect for Others** – Please show respect for others by refraining from using foul language or shouting while you are using the &Lounge.
- & **Respect for Staff** – Please show respect to the staff of the &Lounge. We reserve the right to refuse service to anyone.
- & **Alcohol Consumption** – No outside liquor is to be consumed in the &Lounge, all liquor must be purchased from the Lounge bartender and must come from the Lounge liquor supply. No liquor from the Lounge can be brought into the lobby or into any

other facilities. The &Lounge is fully licensed and operates the same way as any other bar or restaurant.

- & **Cleaning** – Tenants are responsible to clean up after their booking and return furniture and any Lounge items back to their original position. There is a mandatory 3-hour cleaning fee charged back for all private events. Should cleaning take longer than the 3 hours allotted, the tenant will be billed for any extra cleaning costs.
- & **Patio** – Alcohol is only permitted within the designated patio area.
- & **Smoking & Vaping** – There is no smoking or vaping permitted in the &Lounge or on the patio. Please proceed to the designated smoking area just outside of the patio barrier.