



## CREDITS FOR & CONFERENCE

Please be advised that The Ampersand uses a credit-based system for the Conference Centre room bookings, to ensure an equitable amount of meeting time is provided to all tenants. The system is based upon the square footage each tenant occupies within the building, in conjunction with useable hours available in the Conference Centre.

### What does this mean for your company and bookings?

- & Your company will be allocated a certain number of credits per annum to be used to book the Conference Centre meeting rooms. Tenants may see their annual credit allocation by going on the Aspen App under Directory and clicking your company's name. This information will also display at the top of the page when booking a meeting room.
- & Credits are allotted annually, on January 1<sup>st</sup>. Any unused credits will not be rolled into next year. Additional credits may be purchased at a rate of \$1/credit.
- & **In order to use the Conference Center rooms, you must have a booking in the Aspen App.** You will be able to view the number of annual credits that you have in the App and your company's total remaining credits will automatically update when you book a meeting room.
- & If your company runs out of credits, you will be unable to place bookings within the Conference Center. Additional credits can be added upon request and will be processed as a chargeback with a 15% administration fee. If your company is out of credits, please contact Aimsley Braun at [abraun@aspenproperties.ca](mailto:abraun@aspenproperties.ca) to add more credits to your company profile and generate a chargeback invoice to your company.
- & If a booking needs to be cancelled, a cancellation through the Aspen App will need to be completed 1 day prior to the booking, in order for credits to be restored automatically. If you book a room and do not use it, credits will still be deducted from your account and used towards the booking. Please cancel your booking a minimum of 1 day in advance to allow other tenants to book the space and to avoid credit deductions.
- & For ease of tracking, we recommend that you have one person from your office (i.e. the office administrator) complete all room bookings to effectively manage your credits.

& Conference Centre rooms are charged at differing rates, based on size and functionality available. See below for a full list of hourly booking costs.

- Meeting Room A will be \$100.00/hour
- Meeting Room B will be \$50.00/hour
- Meeting Rooms A + B (combined) will be \$150.00/hour. You must book each room separately on the App.
- Meeting Rooms C & D used separately will be \$40.00/hour each
- Meeting Rooms C + D (combined) will be \$80.00/hour. You must book each room separately on the App.
- Meeting Room E will be \$100.00/hour
- Meeting Pods 1 & 2 used separately will be \$20.00/hour each

Should you have any questions about the credit system or how to book a meeting room in the Conference Centre, please feel free to contact Aimsley Braun at [abraun@aspensproperties.ca](mailto:abraun@aspensproperties.ca) or call 587.323.6228

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