



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 or watch TV.

LOCATION

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

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 seating and tables to allow you to visit and relax outside.

MEMBERSHIP

The &Lounge is part of the amenities included in your Aspen Club Membership and all tenants may use the space. However, building amenities are private facilities for the exclusive use of Aspen Properties tenants. For liability and safety reasons, no spouses, children, or friends may use this facility.

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 &Lounge 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.

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 Commission (AGLC).

ASPENPROPERTIES.CA

HOURS

The &Lounge is open to all tenants 6:00 AM – 4:00 PM. Beverages will only be offered to tenants during a designated “&Happy Hour”. A schedule of these events will be provided to you on a regular basis via your office administrator and through notifications on the Aspen App.

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

MENU ITEMS & PAYMENT

The &Lounge will be offering select beer, wine and high balls, as well as some light snacks, to tenants of The Ampersand during &Happy Hours. 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 Events may be booked on weekdays from 4:00 PM onward or anytime from 7:00 AM – 12:00 AM on weekends. Please contact Alison Cox, Property Administrator of Amenities, at acox@aspenproperties.ca or 403.231.4308, to make a booking and confirm the requirements for your event. **Tenants may book functions up to 6 months in advance. 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 Alison 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 - \$30.00/hour
- HVAC - \$50.00/hour after 8:00 PM
- Security - \$30.00/hour for a minimum of 3 hours
- Bartending - \$40.00/hour for a minimum of 4 hours (not including tips)

All additional costs are subject to a 15% admin fee. Should you be serving alcohol at your event, you will be required to use Aspen’s liquor supply from the &Happy Hour menu.



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 bookings must be received at least 7 business days prior to your event. Please confirm your booking by calling 403.231.4308.
- **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 4 business days prior to the function.
- **Cancellation Policy** – Cancellations need to be completed 14 days prior to your booking date or you may be subject to a cancellation fee.
*Please note that changing or switching of the booking date will 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, unless an event has been booked. A valid liquor license is to be obtained and posted at the entrance for any booked event.
- **Cleaning** – Tenants are responsible to clean up after their booking. Please clean up all event items, garbage and recycling. Failure to tidy up after an event will result in cleaning charges being billed to your organization.



- **Patio** – Alcohol is only permitted within the designated patio area.
- **Smoking** – There is no smoking in the &Lounge or at the patio tables. Please proceed to the designated smoking area just outside of the patio barrier.

