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, combined with useable hours available in the Conference Centre, to ensure that all tenants have equal access to these rooms.

What does this mean for your company and bookings?

& Your company will be allocated a certain number of credits (expressed in dollars) per annum to be used to book the Conference Centre meeting rooms. Each credit is equal to one dollar. Tenants may see their yearly credits per annum by going on the Aspen App under Directory and clicking your company's name or at the top of the page when booking a meeting room.

& Annual credits are the total of your monthly credits from January to December each year, once the year is over your usage will fall back to zero and your full allocation of credits will be shown for the new year.

& **In order to use the Conference Center, 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.

& There will be a charge to book the meeting rooms if you have run out of credits prior to the end of the year. Additional credits will be charged and invoiced to you at the at the rate to book that specific room per hour (see page 2 for hourly rates for each room). To reiterate, one credit equals one dollar. If your company is out of credits, please contact Alison Cox at **acox@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. If you require more than one person from your office to assist with bookings, please reach out to the Alison Cox at **acox@aspenproperties.ca**

& Conference Centre credits being charged will differ from room to room, as outlined below. These amounts are also displayed when clicking the amenity “info” or when on the booking screen.

- 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
- If you are booking the pre-function area in the front and/or the back of the Conference Centre, you will need to book all meeting rooms within the Conference Centre which will give you private access to the entire space. This booking would cost $370.00/hour. If you would like to make this booking, you must book each room separately on the App.

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 Alison Cox at **acox@aspenproperties.ca** or call 403.231.4308.

The Ampersand Property Management Team:

Donna Gardin General Manager	Jordan Thomas Assistant Property Manager	Krystal Beck Property Administrator	Alison Cox Property Administrator, Amenities