

Appendix C

Conference Centre Terms and Conditions

- The normal operating hours for the Southland Park Conference Centre are Monday through Friday from 8:00 a.m. until 5:00 p.m. (Special circumstance will be taken under consideration)
- Access cards will be limited to the meeting organizer (quantity of access cards will be determined based on group size)
- Due to scheduling demands, reservations must be made at least **one (1) week** in advance. Last minute requests are subject to room availability and acceptance of room set-up "as is".
- Requests are subject to reasonability, individual tenants will not be permitted to book the centre constantly or out of proportion with their leased space.
- Bookings are free however, "no shows" are subject to a \$100 penalty billable to the leased tenancy.
- Due to fire building code requirements, a maximum number of people has been established for occupancy, per room. No additional furniture, other than what is provided will be allowed. Furniture is not to be removed from the conference centre at any time.
- Food and drink containers must be properly disposed of in the trash containers provided.
- Property management will not be responsible for any items left in the conference rooms. All items must be removed immediately upon vacating the room to allow immediate use by others.
- Smoking is not allowed anywhere in the building. This includes all conference rooms.
- Conference rooms are for tenant use only. They are not available to the general public.
- Decorations are allowed in the conference centre but may not be hung from the ceiling or placed on walls. Please discuss decoration plans with Southland Park administration for approval.
- Easels can be provided for any posters or signs to be displayed during a meeting or seminar. No signs or posters are permitted to be pinned or taped to the doors, glass or walls.
- The following items are **not** provided by Southland Park Conference Centre:
 - Flip Chart Paper, Markers
 - Dry Erase Markers, Erasers
 - Electrical Cords - extension cords, power strips, etc.
- Tenants are responsible for damages incurred while using the conference rooms. (Food stains on carpet, damage to chairs and tables, walls etc.)
- The service and consumption of alcohol is regulated by law. Please contact Southland Park Administration to for details and approval should you plan on serving alcohol at your event.

For any questions, concerns or difficulties with the scheduling application please contact the **Southland Park Administration Office** at (403) 253-8677 Ext 111