

Booking / Cancellation

BOOKINGS / ADDITIONAL COSTS

To make a booking, contact Jill Tate, Tenant Services Coordinator, to discuss your needs and our availability.

jtate@bentallkennedy.com
416.361.9277

Bookings can be made up to a maximum of 3 months in advance.

Last minute bookings can be made, however, preferred room configuration, catering or equipment may not be available on short notice.

There is no cost to tenants for booking the XCHANGE Conference Centre during regular business hours (Monday to Friday, 8:30 am to 4:30 pm). After hours use of this facility will be subject to an hourly rate of \$75+HST per hour to cover the cost to operate the Conference Centre, with a minimum of 3 consecutive hours billed. Please ask your Tenant Services Coordinator for details.

TERMS

- A Special Occasions Permit (SOP) must be purchased from LCBO if alcohol will be served at your event. NO EXCEPTIONS.
- The booking agreement must be signed and sent back to the Tenant Services Coordinator within 3 business days of receiving the signed agreement or booking will be cancelled.
- Room clean-up is the responsibility of the tenant. There will be an additional clean-up cost of \$100+HST (minimum) if space is not left in the same condition as when you first arrived.
- Rooms can be placed on hold for a maximum of 3 business days.

CANCELLATION POLICY

The landlord requires 48 hours' notice (2 business days) to cancel bookings, otherwise a charge of \$200.00 (+HST) will be incurred. Cancellations can be made by fax or email.

The landlord reserves the right to cancel any scheduled event at least 7 working days in advance of the booking date for building emergencies and other operational issues.

CATERING AND EQUIPMENT RENTALS

The Tenant Services Coordinator can arrange for catering and additional equipment rental at the tenants' own cost. Advance notice is advised to ensure we are able to secure the equipment you require.

YOUR INVOLVEMENT + OUR COMMITMENT =
FOREVERGREEN

Please consider the environment when using our facilities

XCHANGE Conference Centre

Exclusive to Tenants of 121 King Street West



WE ALWAYS GO THE XTRA MILE

Our dedicated, XChange Representative is ready to handle the details – leaving you to concentrate on what is most important to your business.

The most up-to-date AV equipment, refreshments and menu planning services are all complimentary when you book one of our three, acoustically separate or self-contained meeting rooms.

121 KING STREET WEST, SUITE 1760
Jill Tate, Tenant Services Coordinator
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416.361.9277

05 | 15



Benefits

The XCHANGE Conference Centre was developed as a value-added service to our tenants to help save travel time and rental fees, while providing a convenient and economical space to hold meetings and conferences. Here are just a few of the BENEFITS you can enjoy:

- Hassle-free bookings with a dedicated, on-site, Tenant Services Coordinator to handle the details
- Exclusive use for tenants of 121 King Street West
- Three, acoustically separate or self-contained meeting rooms to accommodate up to 80 persons
- Close proximity reducing or eliminating transportation costs and carbon footprint
- Save on lost business time and outside rental costs
- Take advantage of "uninterrupted time" for important meetings, away from the concerns of the office
- Up-to-date audio visual equipment



Complimentary Services

The XCHANGE Conference Centre provides a host of COMPLIMENTARY SERVICES to make your meetings most productive. Some of these include:

- coffee/tea
- room set-up style of your choice
- dishes and cutlery
- microwave
- refrigerator/freezer
- ice machine
- full service room, equipped with fax, photocopier and printer
- TV/DVD/VCR
- white board/flip charts
- courtesy and conference phones
- high speed internet wireless (WiFi) or cable
- LCD ceiling projectors and built-in viewing screens in each room
- laptop computer
- 2 television monitors in lounge area
- digital display outside the XChange Centre shows bookings for the day

* Both rooms have identical equipment

ROOM CONFIGURATIONS



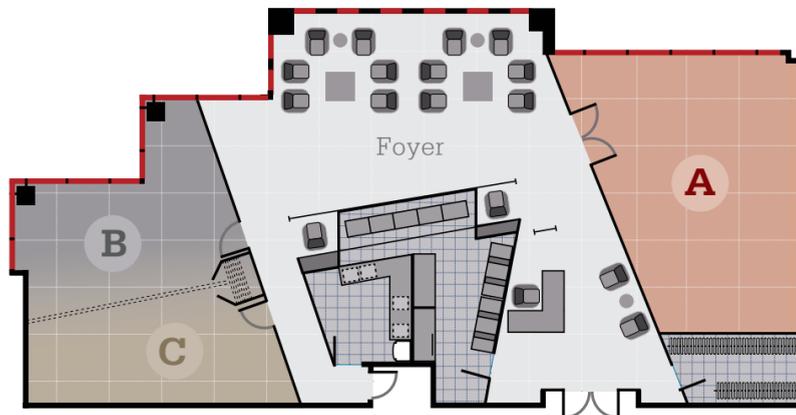
A

B

C

B + C

Overall Floorplan

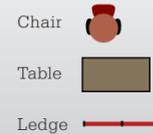


LAYOUTS	A	B	B + C	C
BOARDROOM	20	8 / 12	12	8 / 12
CLASSROOM	30	N/A	14	13
THEATRE*	50	N/A	30	N/A
TRAINING	20	N/A	16	N/A
SQUARE	24	N/A	16	N/A
U-SHAPE	18	6	16	N/A

Foyer Area: Maximum 35 Persons

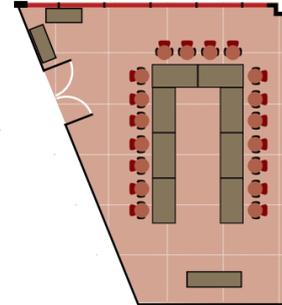
Entire XChange Centre (Boardroom A, B and C): Maximum 100 Persons

* Theatre Layout: Rows of chairs (no tables)

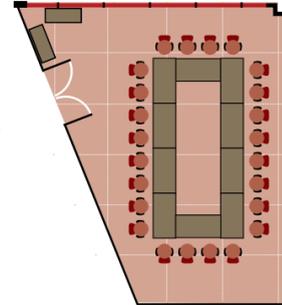


Please speak with the Tenant Services Coordinator to discuss your layout of choice. Our more popular room configurations are shown, however we are happy to arrange a setup that works best for your meeting.

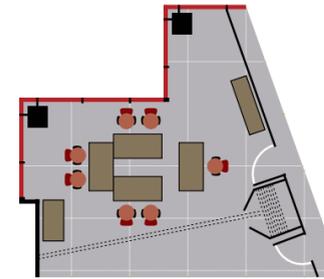
U-SHAPE layout
18 persons



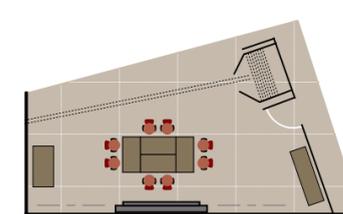
SQUARE layout
24 persons



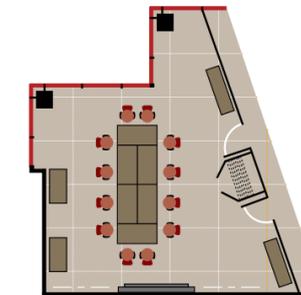
U-SHAPE layout
6 persons



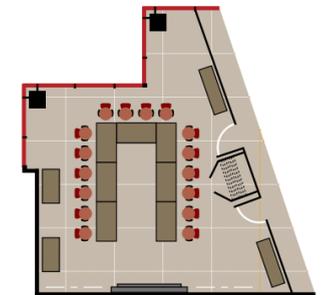
BOARDROOM layout
8 persons



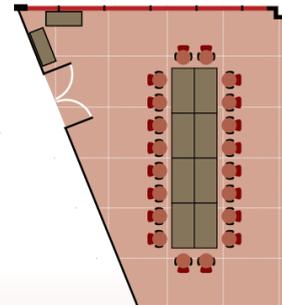
BOARDROOM layout
12 persons



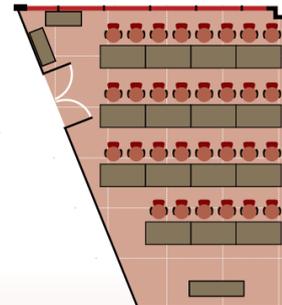
U-SHAPE layout
16 persons



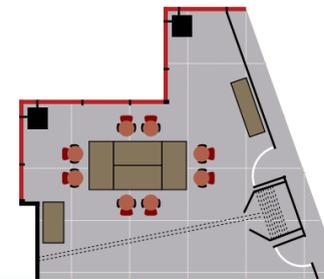
BOARDROOM layout
20 persons



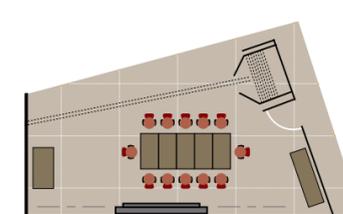
CLASSROOM layout
30 persons



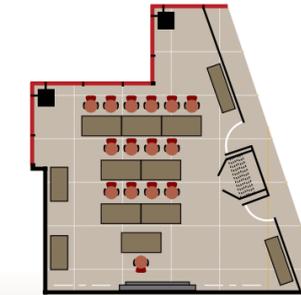
BOARDROOM layout
8 persons



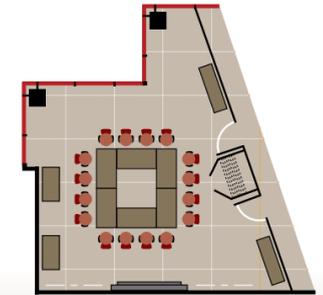
BOARDROOM layout
12 persons



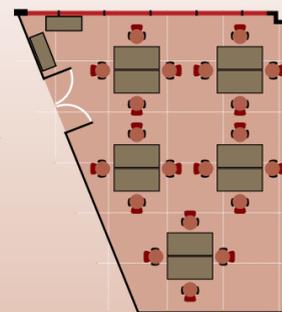
CLASSROOM layout
14 persons



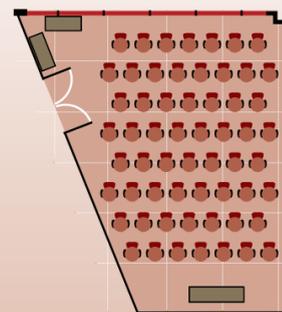
SQUARE layout
16 persons



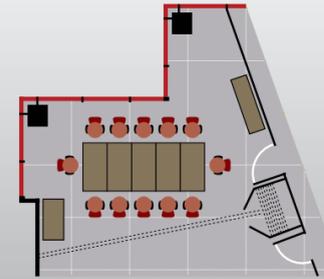
TRAINING layout
20 persons



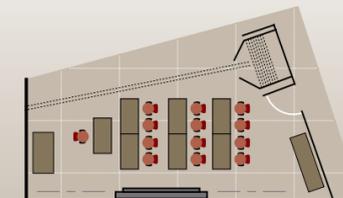
THEATRE layout
50 persons



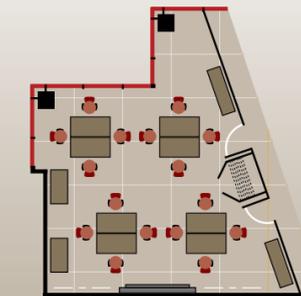
BOARDROOM layout
12 persons



CLASSROOM layout
12 persons



TRAINING layout
16 persons



THEATRE layout
30 persons

