



## INNOVATIONPLEX MEETING ROOMS

2001 Chaplin St E

### ABOUT THIS FACILITY:

The Boardroom & Conference room, located upstairs at the InnovationPlex, are available to rent on a daily or hourly basis.

Both rooms feature a kitchenette, projection capabilities and wi-fi access.



### CONFERENCE ROOM

Capacity:

Classroom - 25; Boardroom - 30; Chairs - 40; Standing - 70

Hourly \$78.75 (min 2 hr)

Daily per day \$420.25

Damage Deposit \$250.00



### BOARDROOM

Capacity:

Tables & Chairs - 14

Hourly \$52.50 (min 2 hr)

Daily per day \$262.50

Damage Deposit \$250.00





# CITY OF SWIFT CURRENT RENTAL FORM

## INNOVATIONPLEX MEETING ROOMS

Company: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Event Date: \_\_\_\_\_ Event Time: \_\_\_\_\_

2100 Chaplin St E

Booking: 306-778-2787

On Call: 306-741-6396

### CONFERENCE ROOM

Damage Deposit: \$250.00  
 Daily: \$420.25  
 Hourly (Min 2 hours): \$78.75

### BOARDROOM

Damage Deposit: \$250.00  
 Daily: \$262.50  
 Hourly (Min 2 hours): \$52.50

### SET UP REQUIREMENTS

Total number of people attending: \_\_\_\_\_

Total amount of tables & chairs required

Rectangular (2'x6') \_\_\_\_\_ Chairs: \_\_\_\_\_

PA System: Yes No

Internet Access: Yes No

Projector & Screen (HDMI Cable not provided): Yes No

Layout Preference:

Boardroom Classroom Chairs only

Coat Rack: Yes No Qty: \_\_\_\_\_

Kitchen Access\*: Yes No

Coffee Urn (100 cup): Yes No Qty: \_\_\_\_\_

Liquor License: Yes N/A

Business License: Yes N/A

Safe Food Handling: Yes N/A

### ADDITIONAL NOTES:

FOR DECORATING PURPOSES, **ONLY WHITE STICKY TAC ADHESIVE** MAY BE USED TO PUT UP DECORATIONS. \_\_\_\_\_ (PLEASE INITIAL)

90 Day cancellation policy in effect for events. Liquor permits must be obtained by the lessee and posted at event.

*\*Additional charges may apply*

SIGNED:

DATED:

Reservations: 306-778-2787 [communityservices@swiftcurrent.ca](mailto:communityservices@swiftcurrent.ca)



@CityOfSwiftCurrent



@swiftcurrent



@SC\_Play



[swiftcurrent.ca/play](http://swiftcurrent.ca/play)

STAIRS

DN

PRESENTATION  
SCREEN

BOARD  
ROOM

7.25m

4.2m

WASHROOMS

11.37m

CEILING MOUNTED  
PROJECTOR



CEILING MOUNTED  
PROJECTION SCREEN

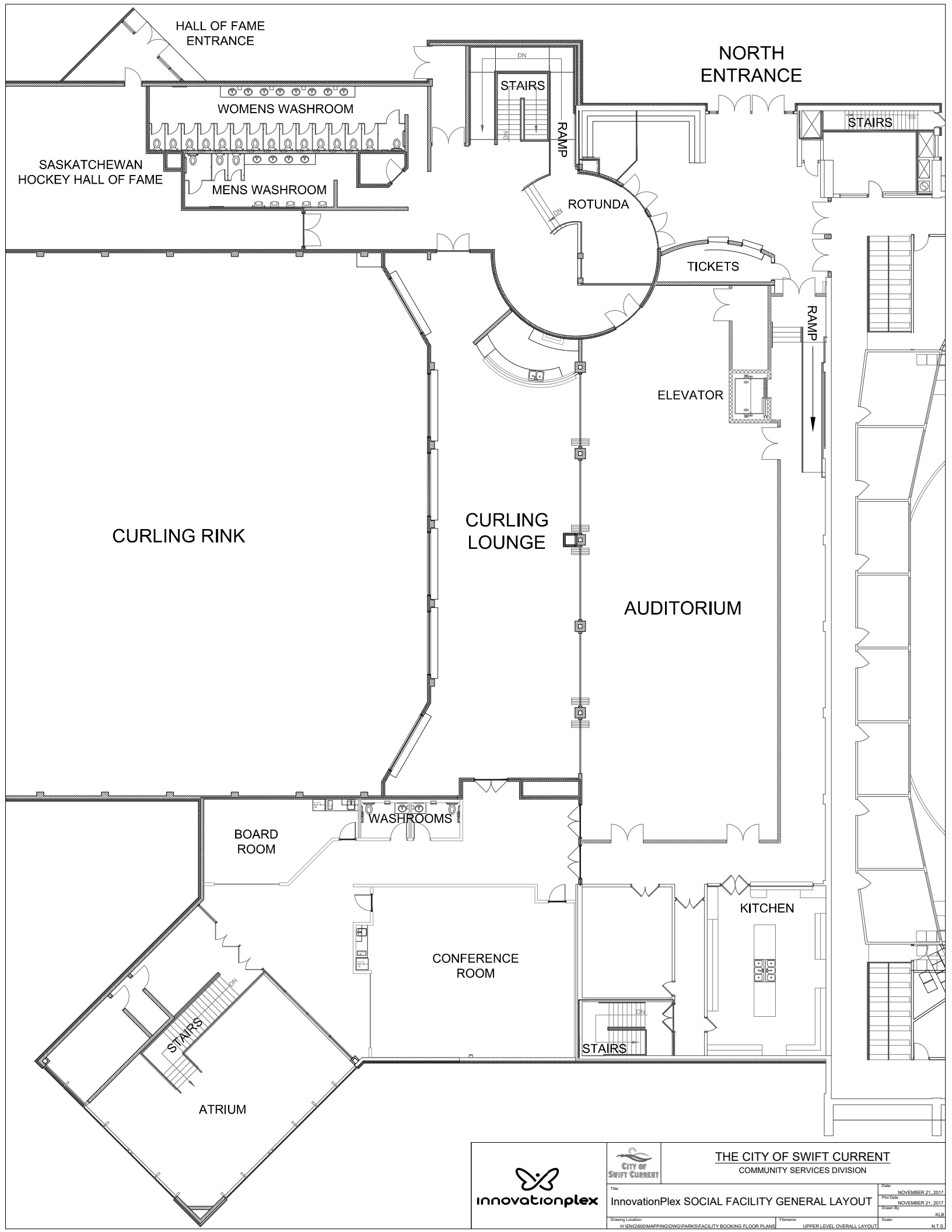
CONFERENCE  
ROOM



9.64m



THE CITY OF SWIFT CURRENT  
COMMUNITY SERVICES DIVISION  
MEETING & CONFERENCE ROOMS  
BLANK FORM

DATE: OCTOBER 2, 2017  
DRAWN BY: OCTOBER 2, 2017  
CHECKED BY: NLS



		<b>THE CITY OF SWIFT CURRENT</b> COMMUNITY SERVICES DIVISION	
		Title: InnovationPlex SOCIAL FACILITY GENERAL LAYOUT	Date: NOVEMBER 21, 2017 Plot Date: NOVEMBER 21, 2017 Drawn By:
Drawing Location: H:\ENR600\MAPPING\DWG\PARKS\FACILITY BOOKING FLOOR PLANS	Filename: UPPER LEVEL OVERALL LAYOUT	Scale:	N.T.S.