



BOOKING INFORMATION

MEETING ROOMS, EVENT SPACES & COMMON AREAS

SASKATOON

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Last Updated:

Quick Contact

Booking Rooms

All meeting room or common space booking is handled through Innovation Saskatchewan. Bookings can be made via the [Meeting and Event Space Request Form](#) or by calling [306.933.6609](tel:306.933.6609).

Making Catering Arrangements

Catering in Saskatoon is available from Eurest Dining Services, which uses CaterTrax (innovationplace.catertrax.com) — a convenient online ordering system.

If required, you can contact the Catering Office directly at [306.249.1304](tel:306.249.1304).

Please note, 48 hours notice is required for all catering orders.

About Room Booking

Make a Booking

Innovation Saskatchewan handles all meeting room and space location bookings.

To book a meeting room or common space, please complete the [Meeting and Event Space Request Form](#) on Innovation Place Connect app with your booking details, or call [306.933.6609](tel:306.933.6609).

Minimum bookings of one hour will be accepted. A minimum half-hour window is required between bookings for overages and to provide staff with time to clean and re-set the space for the next booking.

Once your meeting request has been confirmed you will receive a booking confirmation via email.

Booking confirmations will:

- outline the space being booked, duration of booking, any additional equipment or services required and total cost to the client;
- include a user's guide for the room with a park map to provide necessary wayfinding to the meeting space as well as nearby parking, washrooms, accessibility requirements, emergency exits, etc.; and information about the use of the AV equipment.

The Innovation Saskatchewan facilities team is available to assist in the coordination of events; however, tenants or groups are responsible for all event planning and catering.

Cancellations

- Room cancellation should be provided two business days prior to the event.
- Cancellations of less than 24 hours may result in a charge of 50% of the total room rate.

About Catering

Making Catering Arrangements

Catering in Saskatoon is available from Eurest Dining Services, which uses CaterTrax, a convenient online ordering system. For information or to place an order visit innovationplace.catertrax.com.

For catering questions, please contact the Catering Office directly at [306.249.1304](tel:306.249.1304).

- Catering is available between 7:00 a.m. and 4:00 p.m., Monday through Friday. Catering is also available outside regular business hours upon request.
- Catering orders will include all necessary plates, utensils, napkins and condiments in quantities consistent with your order. Eurest will also supply all food and beverage equipment needed to ensure food is served promptly.
- Catering attendants will deliver, set-up and pick-up your order at your requested location.

Get Connected

Video Conferencing

The following meeting rooms contain ClearOne video conferencing equipment.

- Candle Room
- Span Room
- Candle Span Room
- Boffins
- Philae Room
- Golden Room
- Atrium Business Centre Boardroom
- Concourse Meeting Room
- LFK Boardroom

The ClearOne system includes a wide-angle HD camera for coverage of the entire meeting room. The meeting rooms have been equipped with an internally-built microphone and speaker system for complete coverage of the virtual meeting environment.

Wi-Fi

Wi-Fi is available through the **IP-Guest** network. It provides basic Internet and email access.

Additional information

Janitorial

- For events taking place Monday to Friday prior to 9:30 p.m., janitorial services are included with room rental cost. Events held on weekends or concluding after 9:30 p.m. on weekdays require additional cleaning services.
 - ◆ Events after 9:30 p.m. — flat rate fee of \$90 plus tax.
 - ◆ Events on a weekend — flat rate fee of \$105 plus tax.

Commissionaires

- A Commissionaire is required for some events, in cases such as:
 - ◆ Exterior doors being programmed open for an event outside of regular building hours;
 - ◆ Events where alcohol is being served.
- A Commissionaire is charged at a rate of \$35 / hour with a minimum of a three (3) hour call-out. Any related Commissionaire charges will be discussed in advance.

Alcohol

- Consuming Alcohol in meeting rooms and common areas requires special arrangements and a permit that needs to be secured in advance. Please advise Innovation Saskatchewan prior to your booking if alcohol will be served during your event.

Parking

- Temporary scramble parking and meter parking is available and can be purchased through the PayByPhone app or in-person at the Innovation Saskatchewan office at a rate of \$1.50/hour (maximum \$12/day).

Room & Space Locations



Rooms & Spaces

- C Candle Room
- S Span Atrium
- CS Candle Span Room
- B Boffins
- G Golden Room *
- P Philae Room
- L LFK Boardroom
- 121 Lower Level 121
- A Atrium Business
- Centre Boardroom
- 210 Concourse Meeting Room *
- Collider Studio
- GR Games Room
- CA Common Area Locations

* located on the second floor of the building

Buildings

- | | |
|--|--|
| 1 National Hydrology Research Centre | 10 L.F. Kristjanson Biotechnology Complex L |
| 2 Canadian Space Agency | 11 Bio Processing Centre |
| 3 Calian Advanced Technologies | 12 108 Research Drive |
| 4 The Galleria CA P ●● | 13 110 Research Drive |
| 5 The Atrium CA C S B A G | 14 112 Research Drive |
| 6 422 Downey Road | 15 The Concourse CA 210 GR |
| 7 Dr. Jack McFaul Building | 16 121 Research Drive 121 |
| 8 411 Downey Road | 17 Maintenance / Energy Centre |
| 9 Dr. Burton Craig Building | 18 3 North Access Road |



MEETING ROOM

Candle Room

Main floor of the Atrium
104A — 111 Research Drive

Equipment

The Candle Room features a wall-mounted TV with ClearOne Video Conferencing system complete with two cameras, built-in microphone and sound system. Hand sanitizers, wipes and a water cooler featuring ambient, sparkling, hot and cold water (along with cups) are also supplied in the room.

Other equipment is available by request:

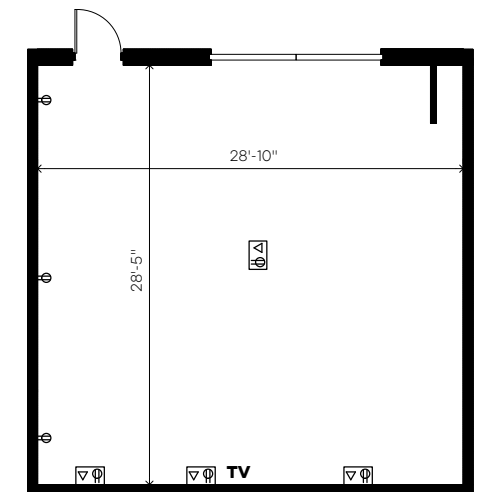
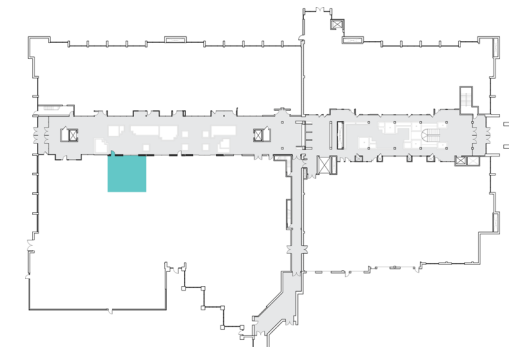
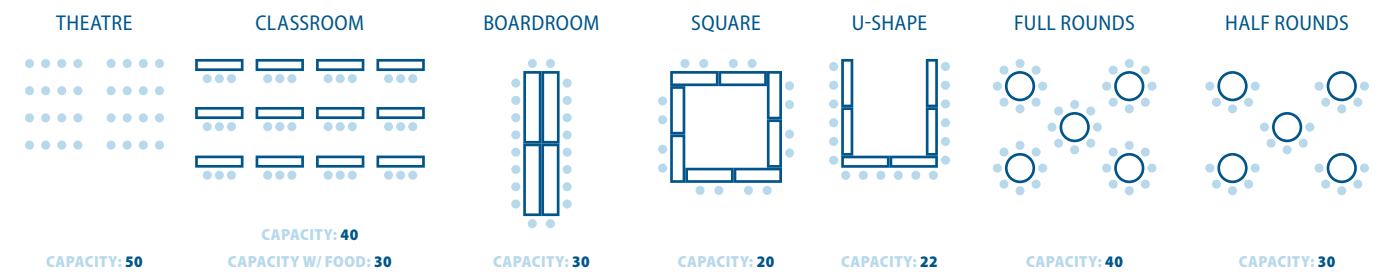
- Whiteboard (includes markers)
- Flip Chart (includes markers)
- Podium
- Microphone (hand-held)
- Coat Rack

Rates

Tenants: \$20 / hour
Non-tenants: \$40 / hour

Additional fees will be charged as required to recover the cost of services (i.e., commissionaire, janitorial, parking, etc.).

Room Layout Options





MEETING ROOM

Span Room

Main floor of the Atrium
104B — 111 Research Drive

Equipment

The Span Room features a wall-mounted TV with ClearOne Video Conferencing system complete with 2 cameras, built-in microphone and sound system. Hand sanitizers, wipes and a water cooler featuring ambient, sparkling, hot and cold water (along with cups) are also supplied in the room.

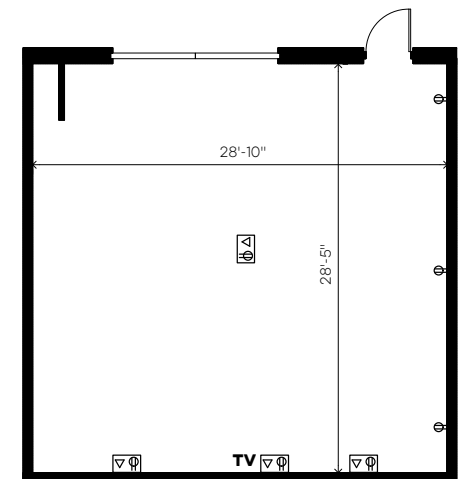
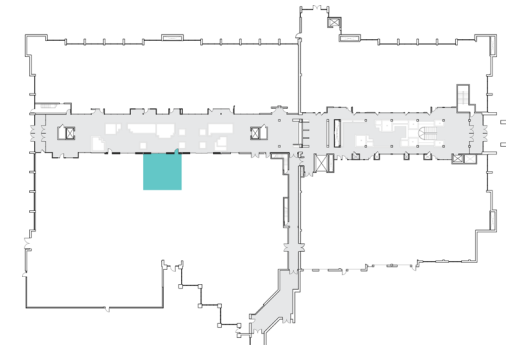
Other equipment is available by request:

- Whiteboard (includes markers)
- Flip Chart (includes markers)
- Podium
- Microphone (hand-held)
- Coat Rack

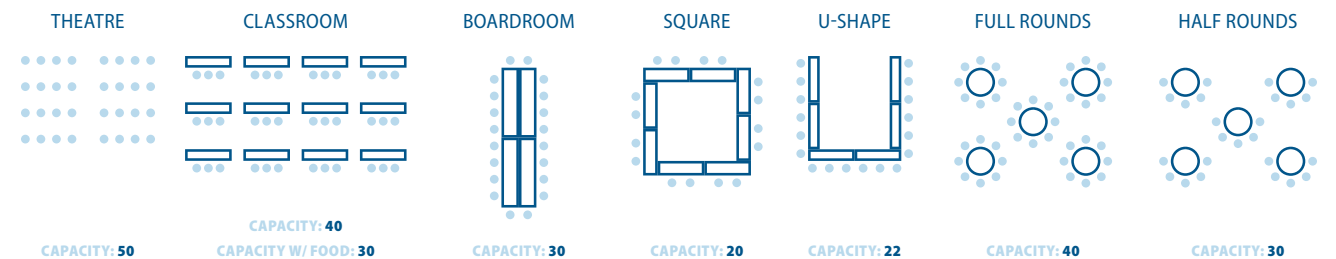
Rates

Tenants: \$20 / hour
Non-tenants: \$40 / hour

Additional fees will be charged as required to recover the cost of services (i.e., commissionaire, janitorial, parking, etc.).



Room Layout Options





MEETING ROOM

Candle Span Room

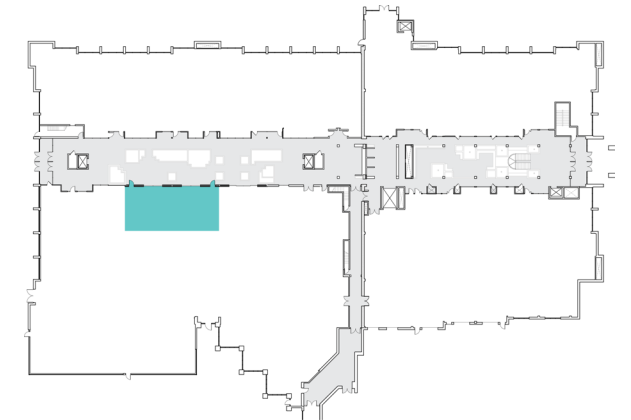
Main floor of the Atrium
104A & 104B — 111 Research Drive

Equipment

The Candle Span Room features two wall-mounted TVs with ClearOne Video Conferencing system complete with four cameras, built-in microphones and sound system. Hand sanitizers, wipes and two water coolers featuring ambient, sparkling, hot and cold water (along with cups) are also supplied in the room.

Other equipment is available by request:

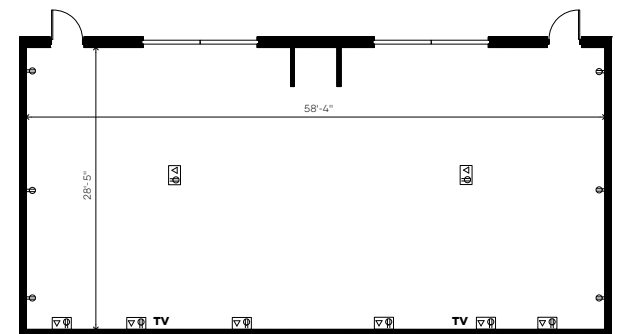
- Whiteboard (includes markers)
- Flip Chart (includes markers)
- Podium
- Microphone (hand-held)
- Coat Rack



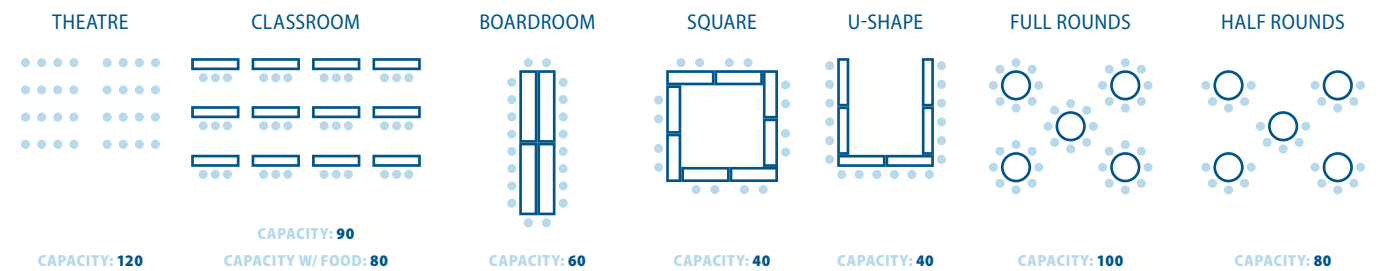
Rates

Tenants: \$40 / hour
Non-tenants: \$80 / hour

Additional fees will be charged as required to recover the cost of services (i.e., commissionaire, janitorial, parking, etc.).



Room Layout Options





EVENT SPACE

Boffins

Main floor of the Atrium
106 — 111 Research Drive

Equipment

Boffins features a classic feel with solid-wood fixed-table seating (round and square tables). Two wall-mounted TVs with ClearOne Video Conferencing system with two cameras, built-in microphone and sound system. It is equipped with a built-in coatroom, two smaller breakout rooms, access to an outdoor patio area and washrooms on premises. Hand sanitizers, wipes and a water cooler featuring ambient, sparkling, hot and cold water (with cups) is also supplied.

Other equipment is available by request:

- Whiteboard (includes markers)
- Flip Chart (includes markers)
- Podium
- Portable TV with HDMI
- BBQ on patio (\$40 plus tax)

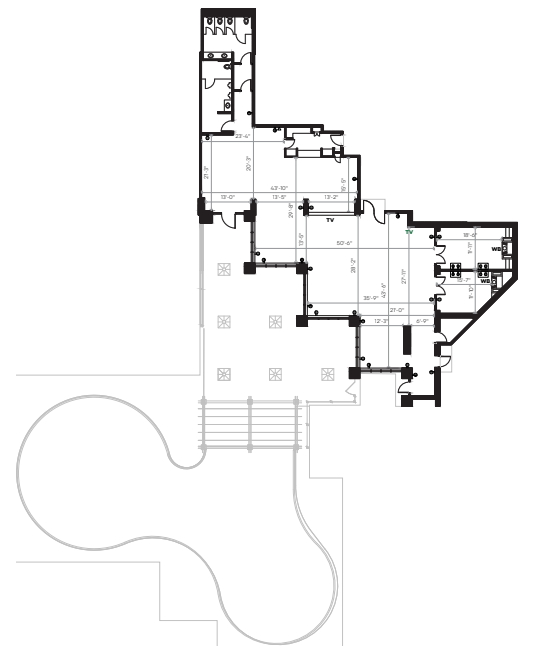
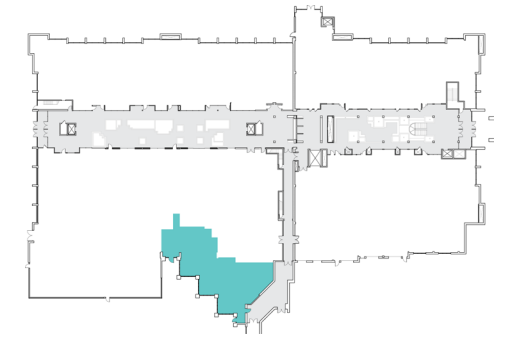
Rates

Tenants: \$40 / hour
Non-tenants: \$80 / hour

Additional fees will be charged as required to recover the cost of services (i.e., commissionaire, janitorial, parking, etc.).

Capacity Information

SPACE	CAPACITY
Main Area	90
Main Area + Boardrooms	108
Patio	70
Maximum Capacity Main Area + Patio + Boardroom	120





MEETING ROOM

Golden Room

Second floor of the Atrium
202 — 111 Research Drive

Equipment

The Golden Room features a wall-mounted TV with ClearOne Video Conferencing system complete with a single camera and built-in microphone and speaker system. A wall-mounted whiteboard and built-in serving station, hand sanitizers, wipes, and a water cooler featuring ambient, sparkling, hot and cold water (along with cups) are also supplied in the room.

Other equipment is available by request:

- Flip Chart (includes markers)
- Podium
- Coat Rack

Rates

Tenants: \$20 / hour
Non-tenants: \$40 / hour

Additional fees will be charged as required to recover the cost of services (i.e., commissionaire, janitorial, parking, etc.).

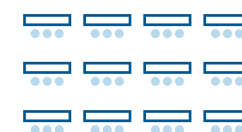
Room Layout Options

THEATRE



CAPACITY: 30

CLASSROOM



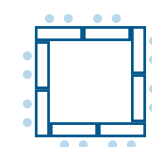
CAPACITY: 30
CAPACITY W/ FOOD: 30

BOARDROOM



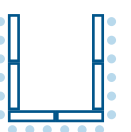
CAPACITY: 30

HOLLOW SQUARE

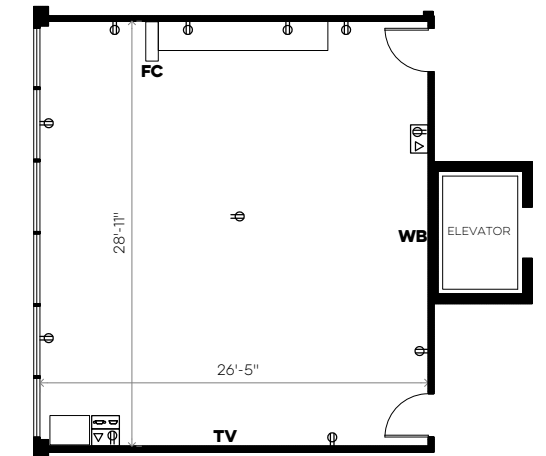
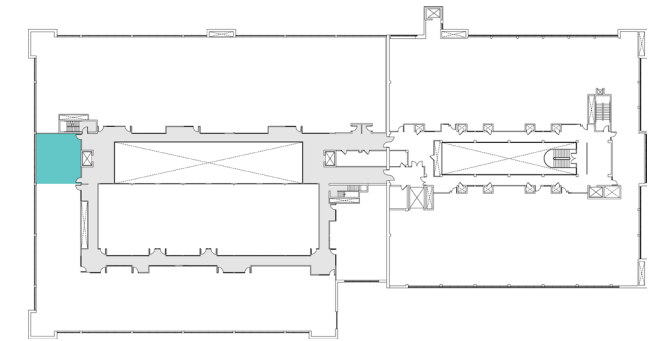


CAPACITY: 20

U-SHAPE



CAPACITY: 20





MEETING ROOM

Philae Room

Main floor of the Galleria
124 — 15 Innovation Boulevard

Equipment

The Philae Room features a wall mounted TV with ClearOne video conferencing system complete with a single camera and built-in microphone and speaker system. Hand sanitizers, wipes and a water cooler featuring ambient, sparkling, hot and cold water (along with cups) are also supplied in the room.

Other equipment is available by request:

- Whiteboard (includes markers)
- Flip Chart (includes markers)
- Podium
- Coat Rack

Rates

Tenants: \$20 / hour
Non-tenants: \$40 / hour

Additional fees will be charged as required to recover the cost of services (i.e., commissionaire, janitorial, parking, etc.).

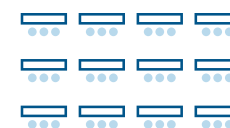
Room Layout Options

THEATRE



CAPACITY: 30

CLASSROOM



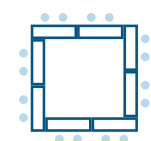
CAPACITY: 29
CAPACITY W/ FOOD: 20

BOARDROOM



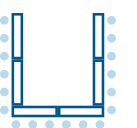
CAPACITY: 20

HOLLOW SQUARE

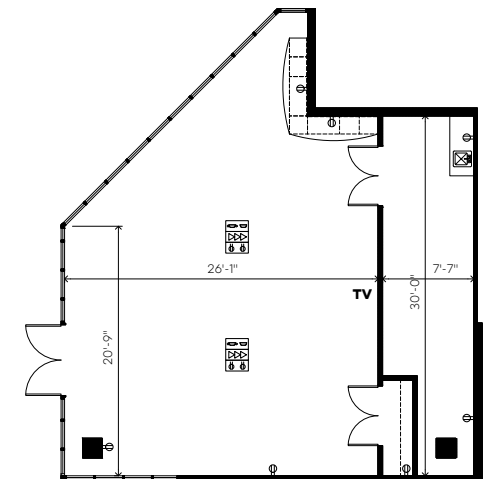


CAPACITY: 20

U-SHAPE



CAPACITY: 20





MEETING ROOM

LFK Boardroom

Main floor of L.F. Kristjanson Biotechnology Complex
101 — 410 Downey Road

Equipment

The LFK Boardroom features a wall-mounted TV with ClearOne video conferencing system complete with a single camera and built-in microphone and speaker system. A built-in serving station and magnetic hanging wall, hand sanitizers, wipes and a water cooler featuring ambient, sparkling, hot and cold water (along with cups) are also supplied in the room.

Other equipment is available by request:

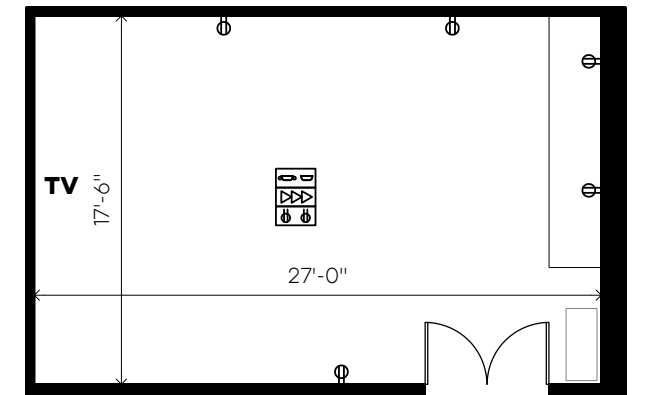
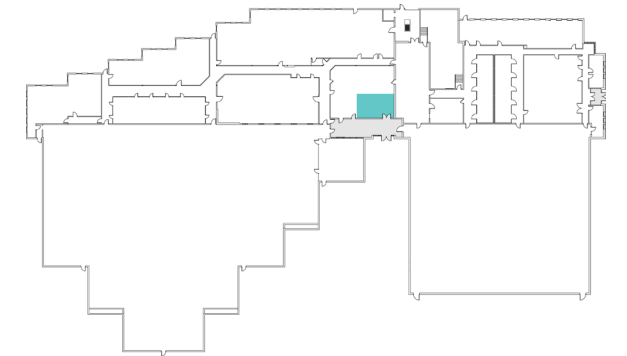
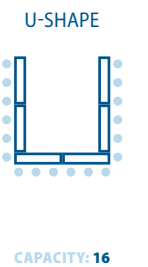
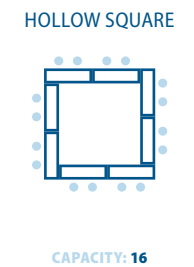
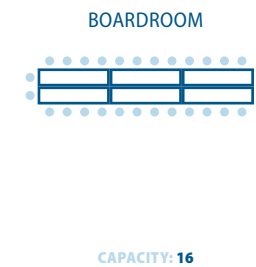
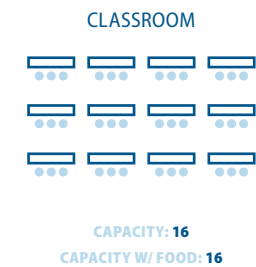
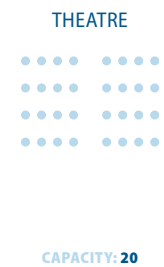
- Whiteboard (includes markers)
- Flip Chart (includes markers)
- Podium

Rates

Tenants: \$20 / hour
Non-tenants: \$40 / hour

Additional fees will be charged as required to recover the cost of services (i.e., commissionaire, janitorial, parking, etc.).

Room Layout Options





EVENT SPACE

Lower Level 121

B001 — 121 Research Drive

Equipment

The Lower Level of 121 Research Drive features a large open space with windows for natural light. The open, industrial ceiling provides a modern feel. This room is equipped with a full kitchen as well as two breakout rooms.

Other equipment is available by request:

- Chairs — \$50 plus tax (set-up and take-down additional \$100 plus tax). **No Charge for tenants.**
- Tables — \$10 / table (includes set-up and take-down). **No Charge for tenants.**
- Sound System — \$150 plus tax
- Portable TV with HDMI — \$20 plus tax

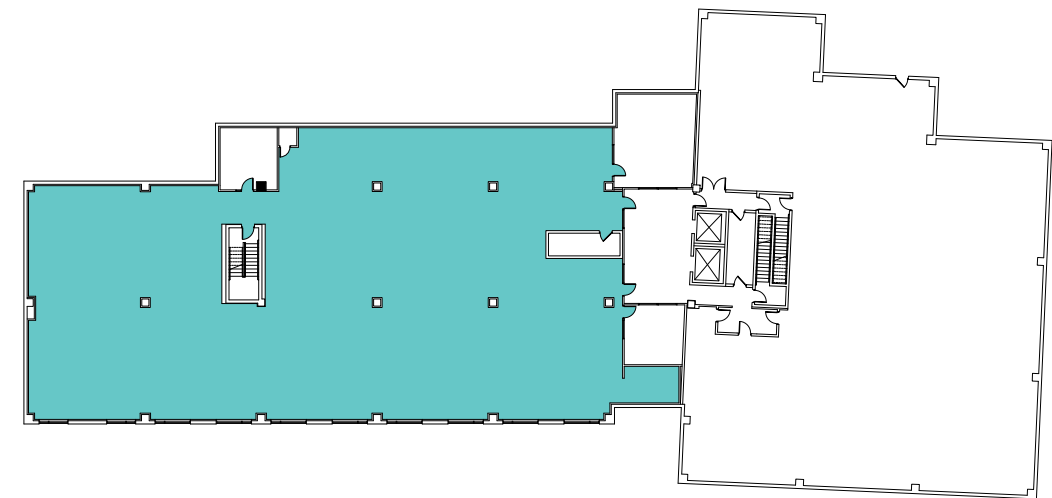
If additional equipment is required, please make arrangements with outside sources.

Rates

Tenants: \$20 / hour

Non-tenants: \$40 / hour

Additional fees will be charged as required to recover the cost of services (i.e., commissionaire, janitorial, parking, etc.).





MEETING ROOM

Atrium Business Centre Boardroom

Main floor of the Atrium
105R — 111 Research Drive

Equipment

The Atrium Business Centre Boardroom features a wall-mounted TV with ClearOne video conferencing system complete with a single camera and built-in microphone and speaker system. Two wall-mounted whiteboards, a built-in serving station, hand sanitizers and wipes.

Other equipment is available by request:

- Flip Chart (includes markers)

Rates

Tenants: \$10 / hour
 Non-tenants: \$40 / hour

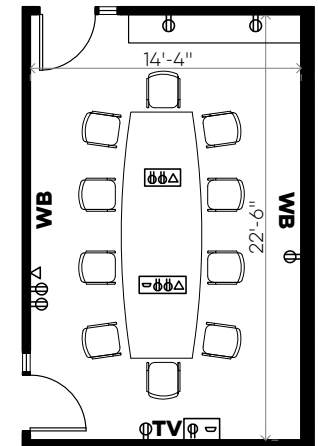
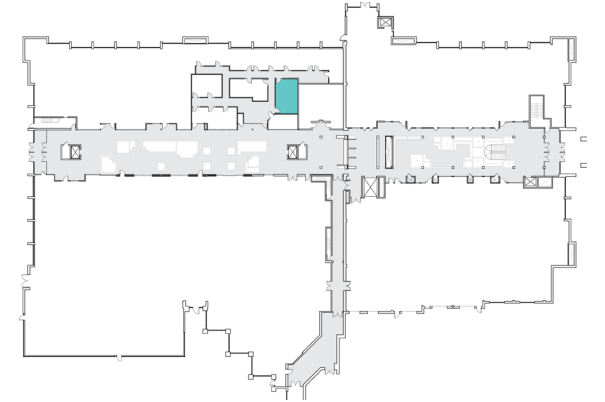
Additional fees will be charged as required to recover the cost of services (i.e., commissionaire, janitorial, parking, etc.).

Fixed Room Layout

BOARDROOM



CAPACITY: 10





MEETING ROOM

Concourse Meeting Room

Second floor of the Concourse
210 — 116 Research Drive

Equipment

The Concourse Meeting Room features a wall-mounted TV with ClearOne Video Conferencing system complete with a single camera and built-in microphone and speaker system. This room also includes a built-in whiteboard and a small serving station with sink. Hand sanitizers and wipes are also supplied in the room

Other equipment is available by request:

- Flip Chart (includes markers)

Rates

Tenants: \$10 / hour
Non-tenants: \$40 / hour

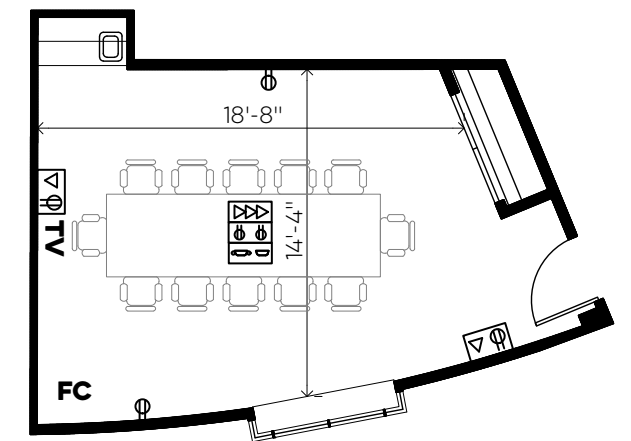
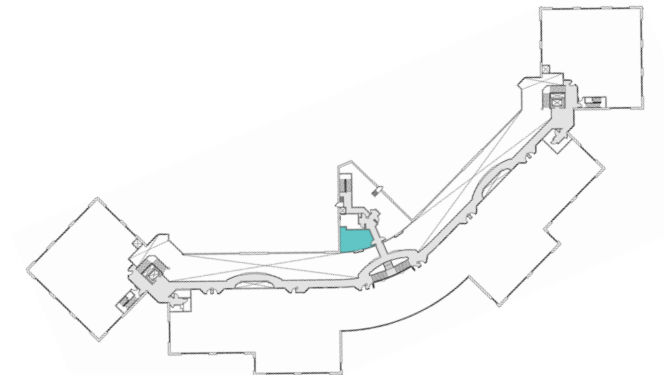
Additional fees will be charged as required to recover the cost of services (i.e., commissionaire, janitorial, parking, etc.).

Fixed Room Layout

BOARDROOM



CAPACITY: 10





MEETING ROOM

Collider Studio

Second floor of the Galleria
250 — 15 Innovation Boulevard

Equipment

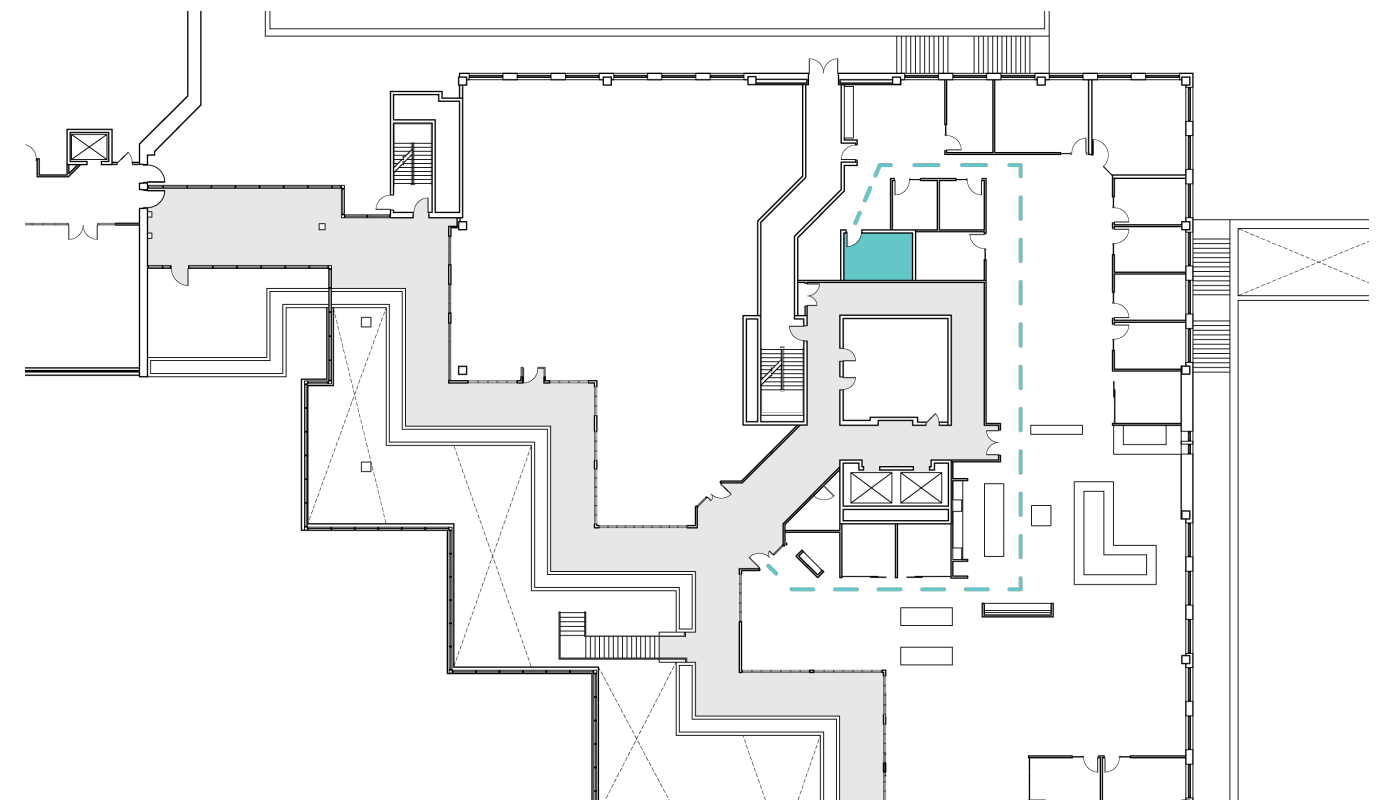
The Collider Studio is equipped with a table, four chairs and the following:

- 4 Rode Podmics with boom arm
- 1 Rodecaster Pro mixing board
- 4 Audio Technica monitor headphones
- 1 Lumix G100 camera with Tripod
- 1 Rode Videomic shotgun mic
- 1 SD card (in camera)
- 1 smartphone attachment for tripod
- 1 photo lightbox
- 2 standing studio lights

Rates

Tenants: \$30 / hour

Additional fees will be charged as required to recover the cost of services (i.e., commissionaire if booked outside of 8:00 am – 4:00 p.m.).





COMMON AREA

Concourse Common

Main floor of the Concourse
116 Research Drive

Equipment

The Concourse Common features high-top and lowered eating table and chair seating throughout as well as a built-in server / bar station with sink.

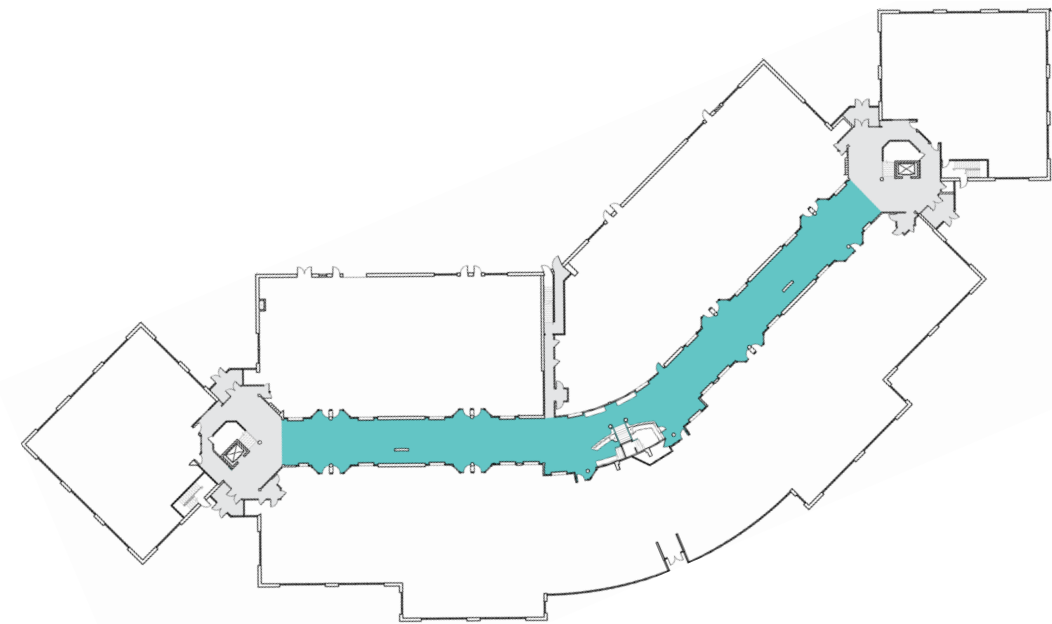
The following equipment is available by request:

- Whiteboard (includes markers)
- Flip Chart (includes markers)
- Sound System — \$150 plus tax
- Coat Rack
- Tables — \$10 plus tax / table (includes set-up and take-down). **No Charge for tenants.**
- Chairs — \$50 for use (additional \$100 for set-up and take-down). **No Charge for tenants.**
- Portable TV with HDMI — \$20 plus tax

Rates

Tenants: No charge
Non-tenants: \$80 / hour

Additional fees will be charged as required to recover the cost of services (i.e., commissionaire, janitorial, parking, etc.).





COMMON AREA

Atrium Common (East / West)

Main floor of the Atrium
111 Research Drive

Equipment

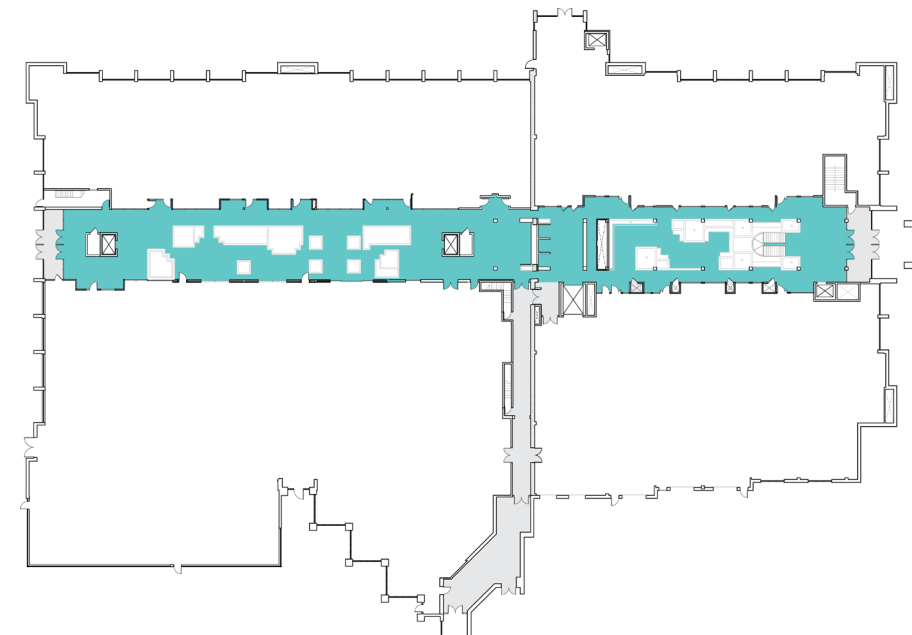
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- Sound System — \$150 plus tax
- Coat Rack
- Tables — \$10 plus tax / table (includes set-up and take-down). **No Charge for tenants.**
- Chairs — \$50 for use (additional \$100 for set-up and take-down). **No Charge for tenants.**
- Portable TV with HDMI — \$20 plus tax

Rates

Tenants: No charge
Non-tenants: \$80 / hour

Additional fees will be charged as required to recover the cost of services (i.e., commissionaire, janitorial, parking, etc.).





COMMON AREA

Galleria Common

Main floor of the Galleria
15 Innovation Boulevard

Equipment

The Galleria Common features a zen setting with large glass windows and table and chair seating throughout.

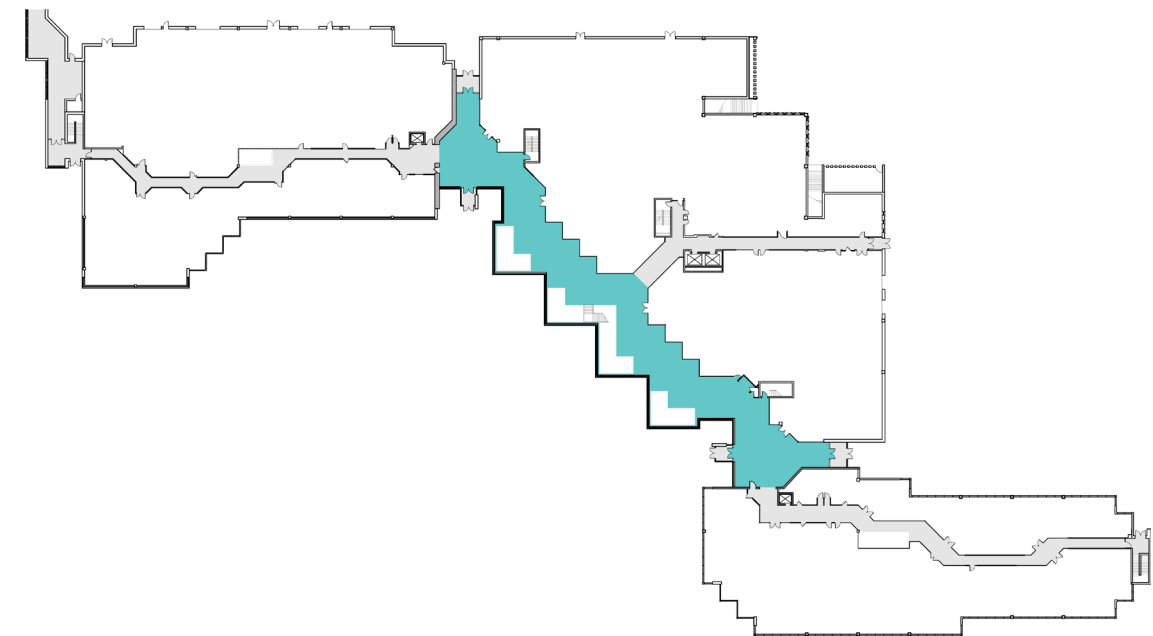
The following equipment is available by request:

- Whiteboard (includes markers)
- Flip Chart (includes markers)
- Sound System — \$150 plus tax
- Coat Rack
- Tables — \$10 plus tax / table (includes set-up and take-down). **No Charge for tenants.**
- Chairs — \$50 for use (additional \$100 for set-up and take-down). **No Charge for tenants.**
- Portable TV with HDMI — \$20 plus tax

Rates

Tenants: No charge
Non-tenants: \$80 / hour

Additional fees will be charged as required to recover the cost of services (i.e., commissionaire, janitorial, parking, etc.).





COMMON AREA

Galleria Bowl

Outside, in front of the Galleria

Equipment

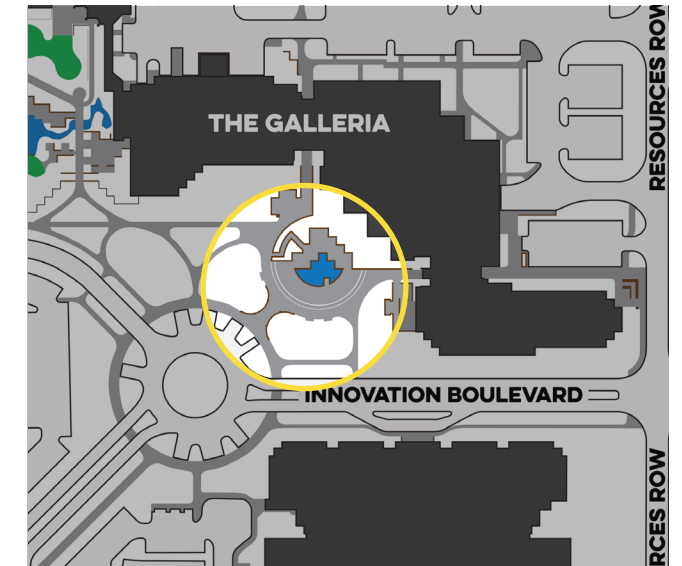
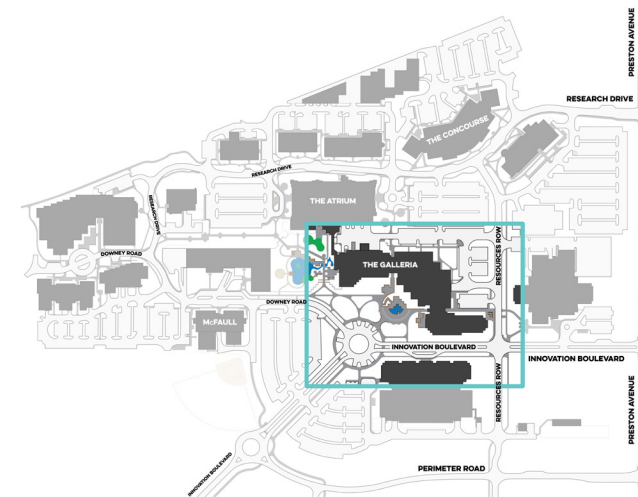
The following equipment is available by request:

- Sound System — \$150 plus tax
- Tables — \$10 plus tax / table (includes set-up and take-down). **No Charge for tenants.**
- Chairs — \$50 plus tax for use (additional \$100 plus tax for set-up and take-down). **No Charge for tenants.**

Rates

Tenants: No charge
 Non-tenants: \$80 / hour

Additional fees will be charged as required to recover the cost of services (i.e., commissionaire, janitorial, parking, etc.).





COMMON AREA

Garden Park

Outside, west of the Galleria
South of the Atrium

Equipment

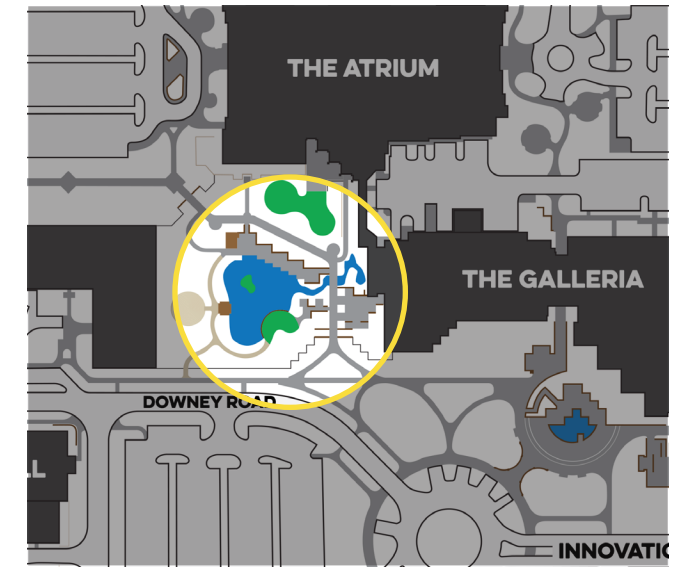
The following equipment is available by request:

- Sound System — \$150 plus tax
- Tables — \$10 plus tax / table (includes set-up and take-down). **No Charge for tenants.**
- Chairs — \$50 plus tax for use (additional \$100 plus tax for set-up and take-down). **No Charge for tenants.**

Rates

Tenants: No charge
Non-tenants: \$80 / hour

Additional fees will be charged as required to recover the cost of services (i.e., commissionaire, janitorial, parking, etc.).





COMMON AREA

Ball Diamond

Outside, south of the Dr. Jack McFall Building
421 Downey Road

Equipment

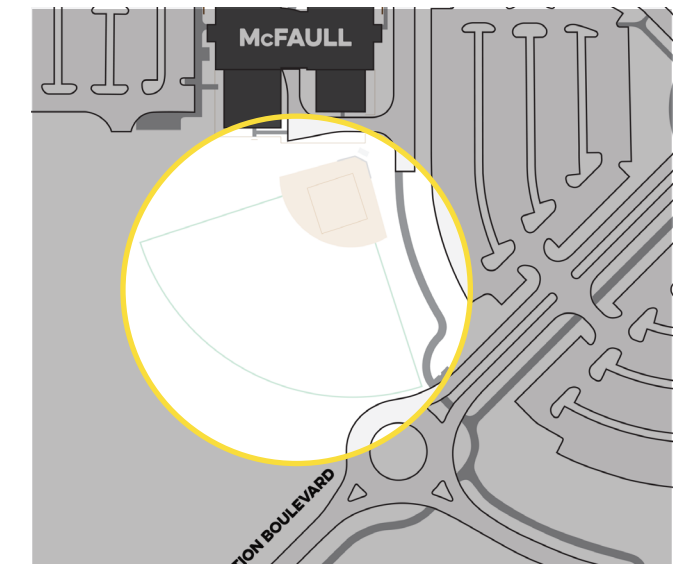
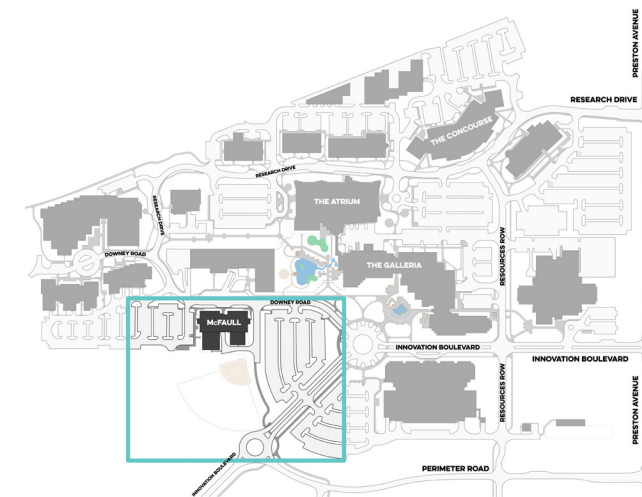
The following equipment is available by request:

- Tables — \$10 plus tax / table (includes set-up and take-down). **No Charge for tenants.**
- Chairs — \$50 plus tax for use (additional \$100 plus tax for set-up and take-down). **No Charge for tenants.**

Rates

Tenants: No charge
Non-tenants: \$80 / hour

Additional fees will be charged as required to recover the cost of services (i.e., commissionaire, janitorial, parking, etc.).



! Please do not make adjustments to the ball diamond. If any changes are needed, please contact us at 306.933.6609.

Summary of Rooms & Spaces

	Candle Room	Span Room	Candle Span Room	Boffins	Golden Room	Philae Room	LFK Boardroom	Basement of 121	Atrium Business Centre boardroom	Concourse 210
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LAYOUTS AND CAPACITIES (NUMBER OF PEOPLE)

	Candle Room	Span Room	Candle Span Room	Capacity details on page 13	Golden Room	Philae Room	LFK Boardroom	Capacity details on page 23	Atrium Business Centre boardroom	Concourse 210
Theatre	50	50	120		30	30	20		—	—
Classroom Setup with food	30	30	80		30	20	16		—	—
Classroom Setup without food	40	40	90		30	29	16		—	—
Boardroom	30	30	60		30	20	16		10 ^x	10 ^x
Hollow Square	20	20	40		20	20	16		—	—
U-Shape	22	22	40		20	20	16		—	—
Full Rounds	40	40	100		—	—	—		—	—
Half Rounds	30	30	80	—	—	—	—	—		

EQUIPMENT (INCLUDED AND AVAILABLE)

	Candle Room	Span Room	Candle Span Room	Boffins	Golden Room	Philae Room	LFK Boardroom	Basement of 121	Atrium Business Centre boardroom	Concourse 210
Wall-mounted TV with HDMI & USB ^y	●	●	●	—	●	●	●	—	●	●
Sound System	●	●	●	●	—	—	—	—	—	—
Available by Request	whiteboards (includes markers), flip charts (includes markers), microphone (hand-held), portable TV, Sound System									

RATES (CHARGED PER HOUR)

Tenants	\$20 ^z	\$40 ^z	\$40 ^z	\$40 ^z		\$10 ^z
Non-Tenants	\$40 ^z	\$80 ^z	\$80 ^z	\$80 ^z		

^x fixed setup ^y standard HDMI and VGA connections are available upon request to connect to a PC laptop; Macbooks and tablet devices are NOT compatible with our system converters and adapters are not provided ^z additional fees will be charged as required to recover the cost of services (i.e., commissionaire, janitorial, parking, etc.).

Summary of Common Areas

	Concourse Common	Atrium Common	Galleria Common	Galleria Bowl	Garden Park	Ball Diamond
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EQUIPMENT (INCLUDED AND AVAILABLE)

Sound System	●	●	●	●	●	—
Whiteboards (includes markers)	●	●	●	—	—	—
Flip charts (includes markers)	●	●	●	—	—	—
Coat Rack	●	●	●	—	—	—
Portable TV with HDMI	●	●	●	—	—	—

ADDITIONAL EQUIPMENT

Tables	\$10 / table plus tax (includes set-up and take-down) No charge for tenants
Chairs	\$50 plus tax for use (additional \$100 plus tax for set-up and take-down) No charge for tenants

RATES (CHARGED PER HOUR)

Tenants	—
Non-Tenants	\$80 ^z

^z additional fees will be charged as required to recover the cost of services (i.e., commissionaire, janitorial, parking, etc.).

