



## BOOKING INFORMATION

# MEETING ROOMS, EVENT SPACES & COMMON AREAS

SASKATOON

# Table of Contents

<b>1</b>	Quick Contact
<b>2</b>	About Room Booking
<b>3</b>	About Catering
<b>3</b>	About Video Conferencing
<b>4</b>	Additional information
<b>5</b>	Room & Space Locations
<b>7</b>	Candle Room
<b>9</b>	Span Room
<b>11</b>	Candle Span Room
<b>13</b>	Boffins
<b>15</b>	Golden Room
<b>17</b>	Philae Room
<b>19</b>	LFK Boardroom
<b>21</b>	Lower Level 121
<b>23</b>	Atrium Business Centre Boardroom
<b>25</b>	Concourse Meeting Room
<b>27</b>	Collider Studio
<b>29</b>	Concourse Common
<b>31</b>	Atrium Common (East / West)
<b>33</b>	Galleria Common
<b>35</b>	Galleria Bowl
<b>37</b>	Garden Park
<b>39</b>	Ball Diamond
<b>40</b>	Summary of Rooms & Spaces
<b>41</b>	Summary of Common Areas



# 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](http://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](http://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.

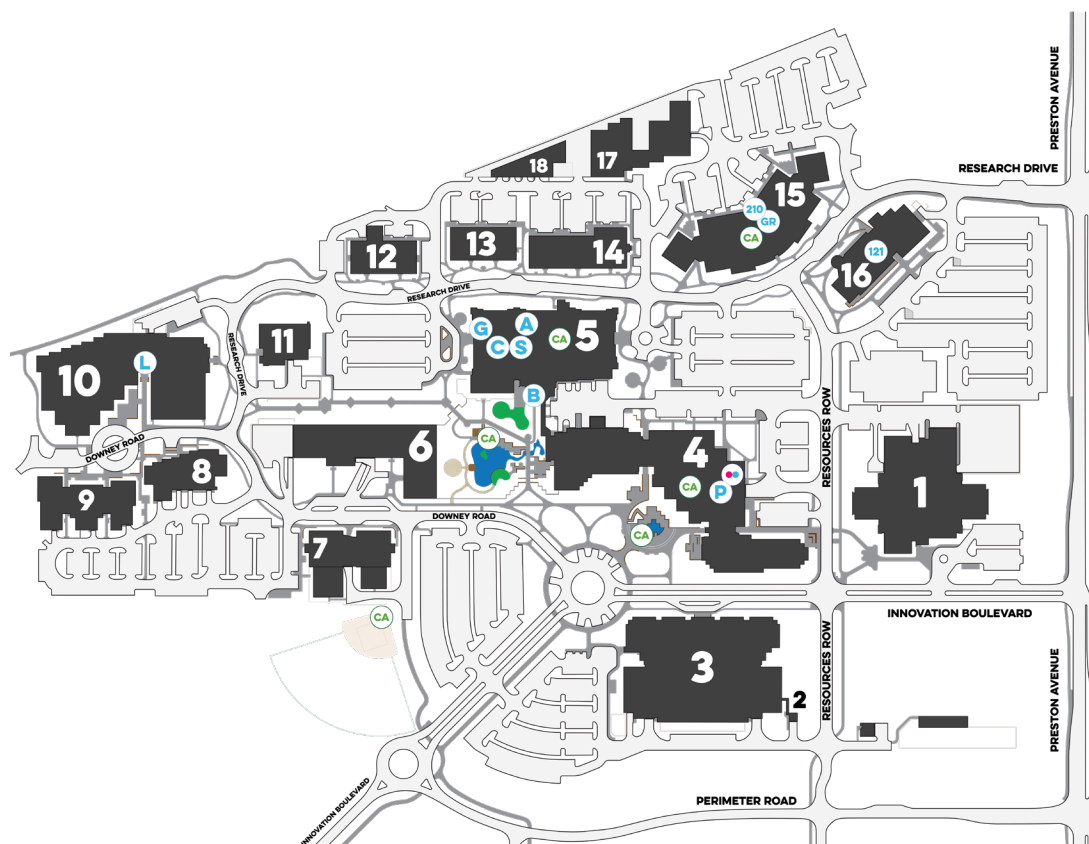
## Alcohol

- 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 \$2/hour (maximum \$12/day).

# Room & Space Locations



## Rooms & Spaces

- C Candle Room
- S Span Atrium
- C S 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

## Buildings

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

\* located on the second floor of the building





## 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:

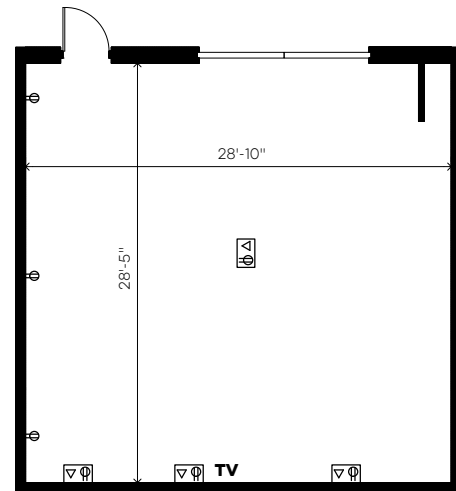
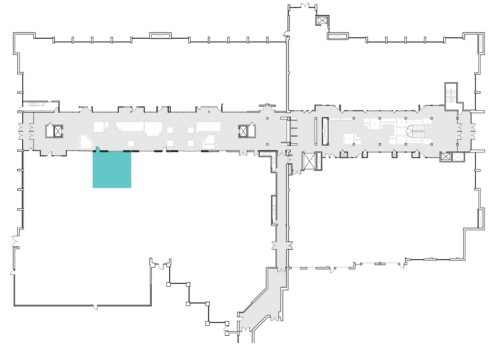
- Whiteboard (includes markers)
- Flip Chart (includes markers)
- Podium
- Microphone (hand-held)
- Coat Rack

## Rates

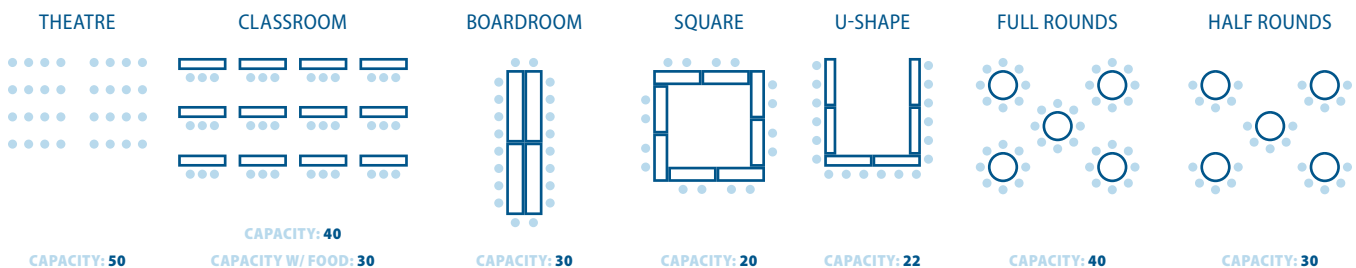
Tenants: \$20 / hour

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:

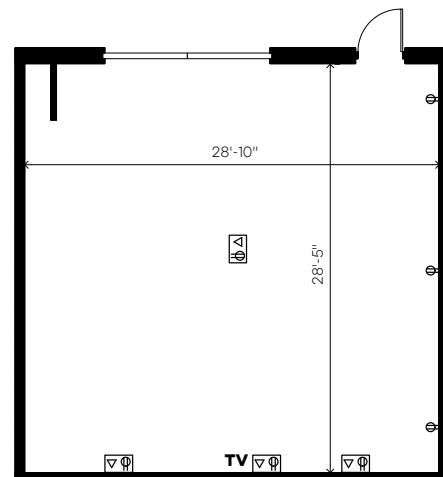
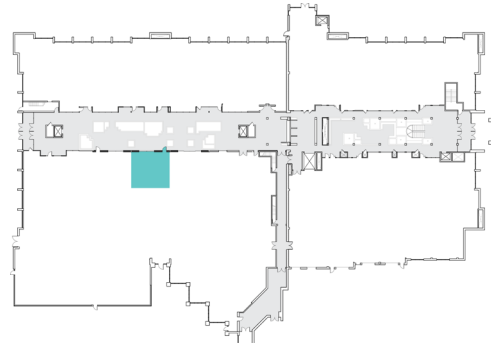
- Whiteboard (includes markers)
- Flip Chart (includes markers)
- Podium
- Microphone (hand-held)
- Coat Rack

## Rates

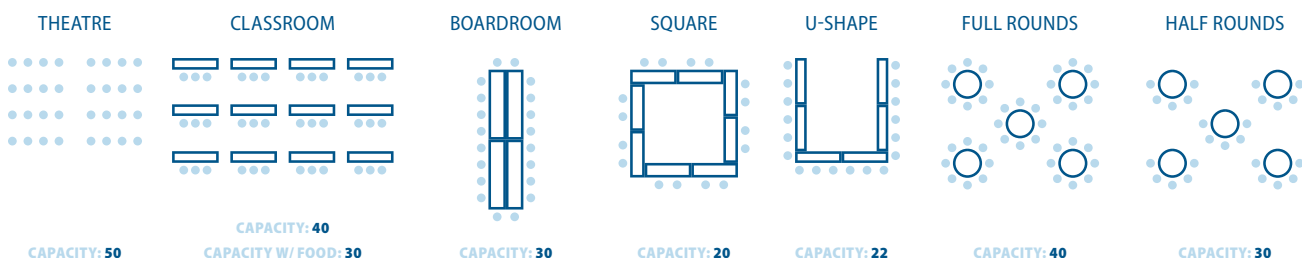
Tenants: \$20 / hour

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

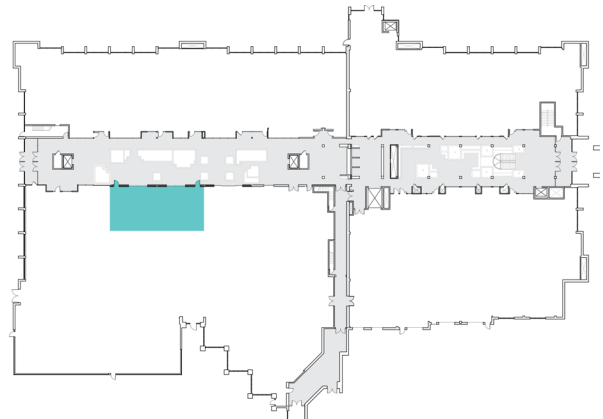
Main floor of the Atrium  
104A & 104B — 111 Research Drive

## 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

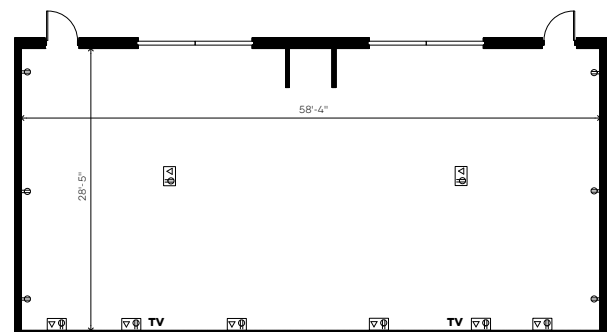


## Rates

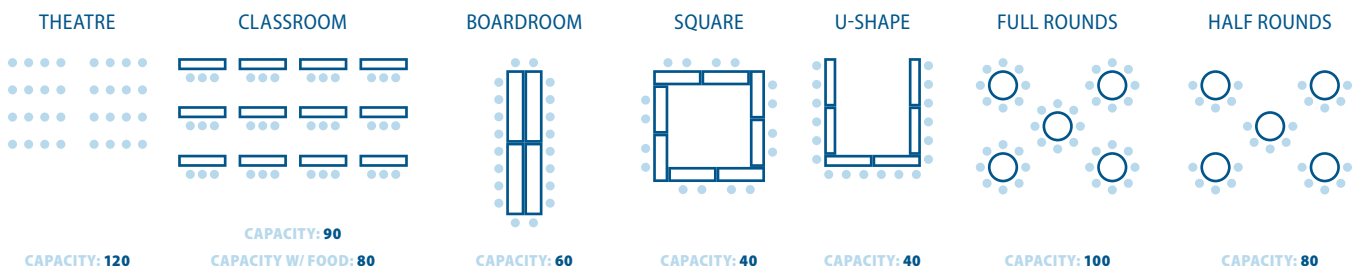
Tenants: \$40 / hour

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

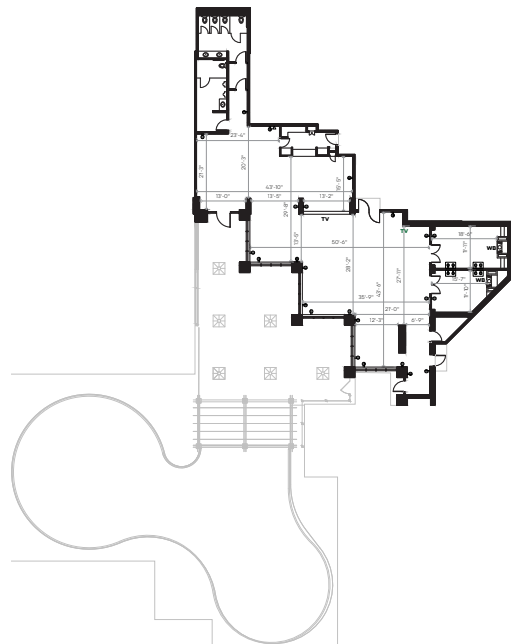
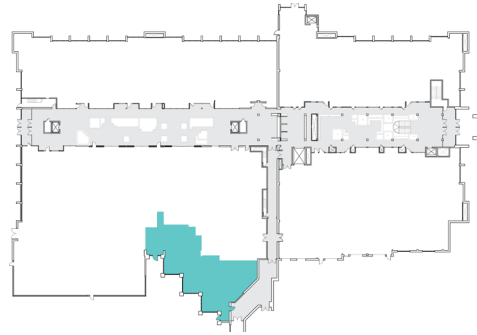
Tenants: \$40 / hour

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:

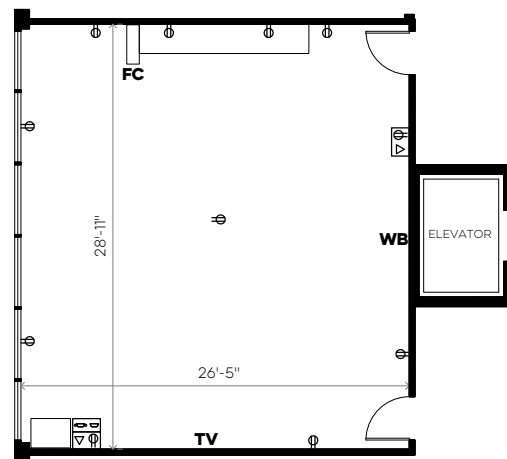
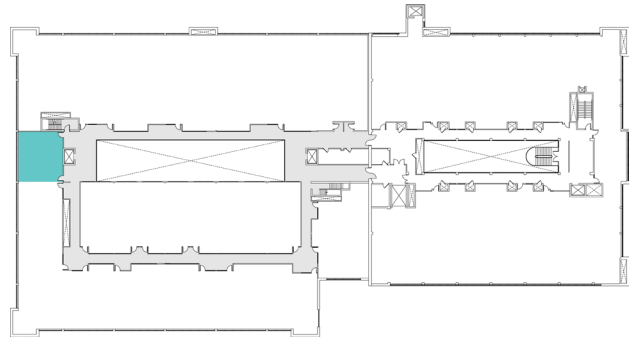
- Flip Chart (includes markers)
- Podium
- Coat Rack

## 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.).



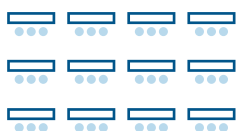
## Room Layout Options

THEATRE



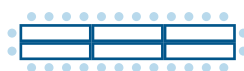
CAPACITY: 30

CLASSROOM



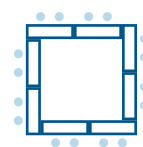
CAPACITY: 30  
CAPACITY W/ FOOD: 30

BOARDROOM



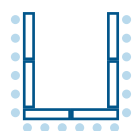
CAPACITY: 30

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:

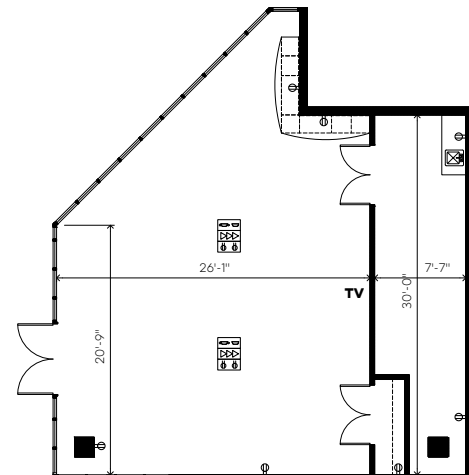
- Whiteboard (includes markers)
- Flip Chart (includes markers)
- Podium
- Coat Rack

## 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.).



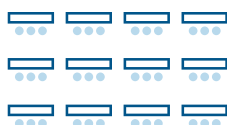
## Room Layout Options

THEATRE



CAPACITY: 30

CLASSROOM

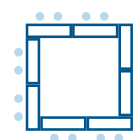
CAPACITY: 29  
CAPACITY W/ FOOD: 20

BOARDROOM



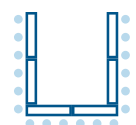
CAPACITY: 20

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:

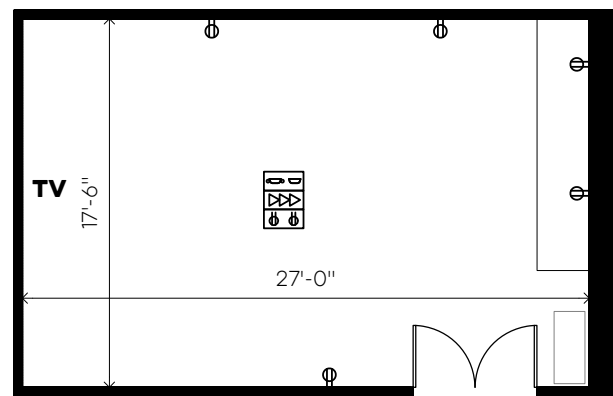
- Whiteboard (includes markers)
- Flip Chart (includes markers)
- Podium

## 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.).



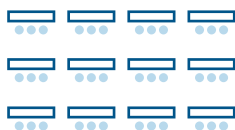
## Room Layout Options

THEATRE



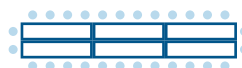
CAPACITY: 20

CLASSROOM



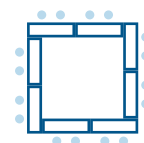
CAPACITY: 16  
CAPACITY W/ FOOD: 16

BOARDROOM



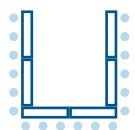
CAPACITY: 16

HOLLOW SQUARE



CAPACITY: 16

U-SHAPE



CAPACITY: 16





## 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

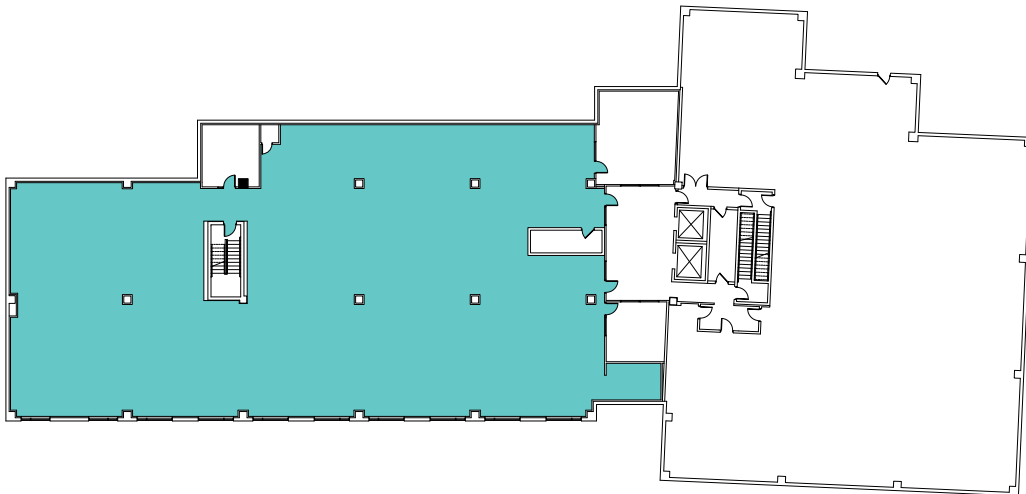
If additional equipment is required, please make arrangements with outside sources.

## 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

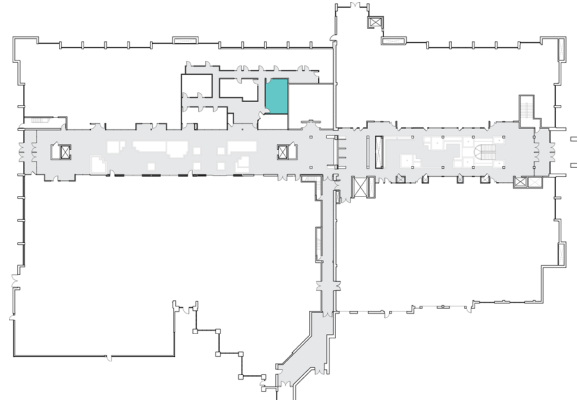
Main floor of the Atrium  
105R — 111 Research Drive

## 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

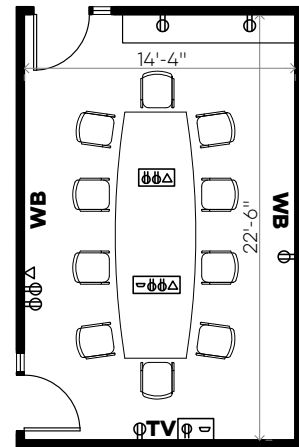
Additional fees will be charged as required to recover the cost of services (i.e., commissionaire, janitorial, parking, etc.).

## 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

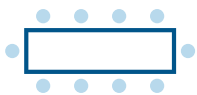
Tenants: \$10 / hour

Non-tenants: \$40 / hour

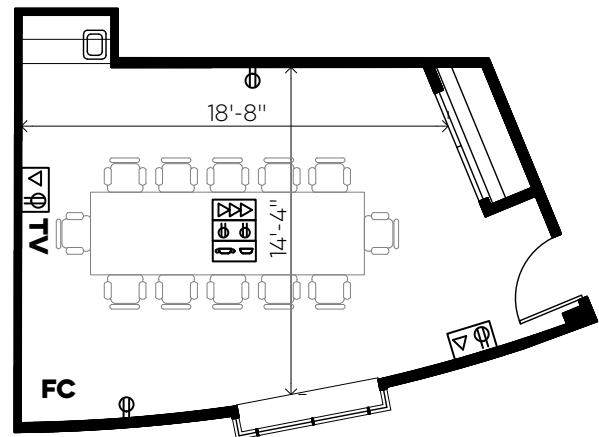
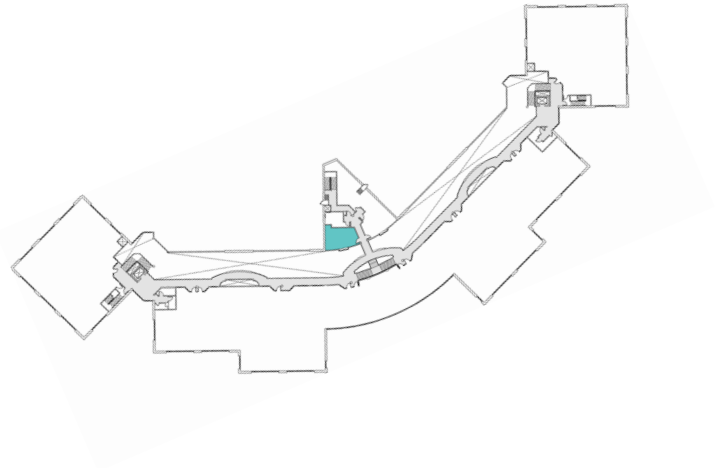
Additional fees will be charged as required to recover the cost of services (i.e., commissionaire, janitorial, parking, etc.).

## Fixed Room Layout

### BOARDROOM



**CAPACITY: 10**





## MEETING ROOM

# Collider Studio

Second floor of the Galleria  
250 — 15 Innovation Boulevard

## Equipment

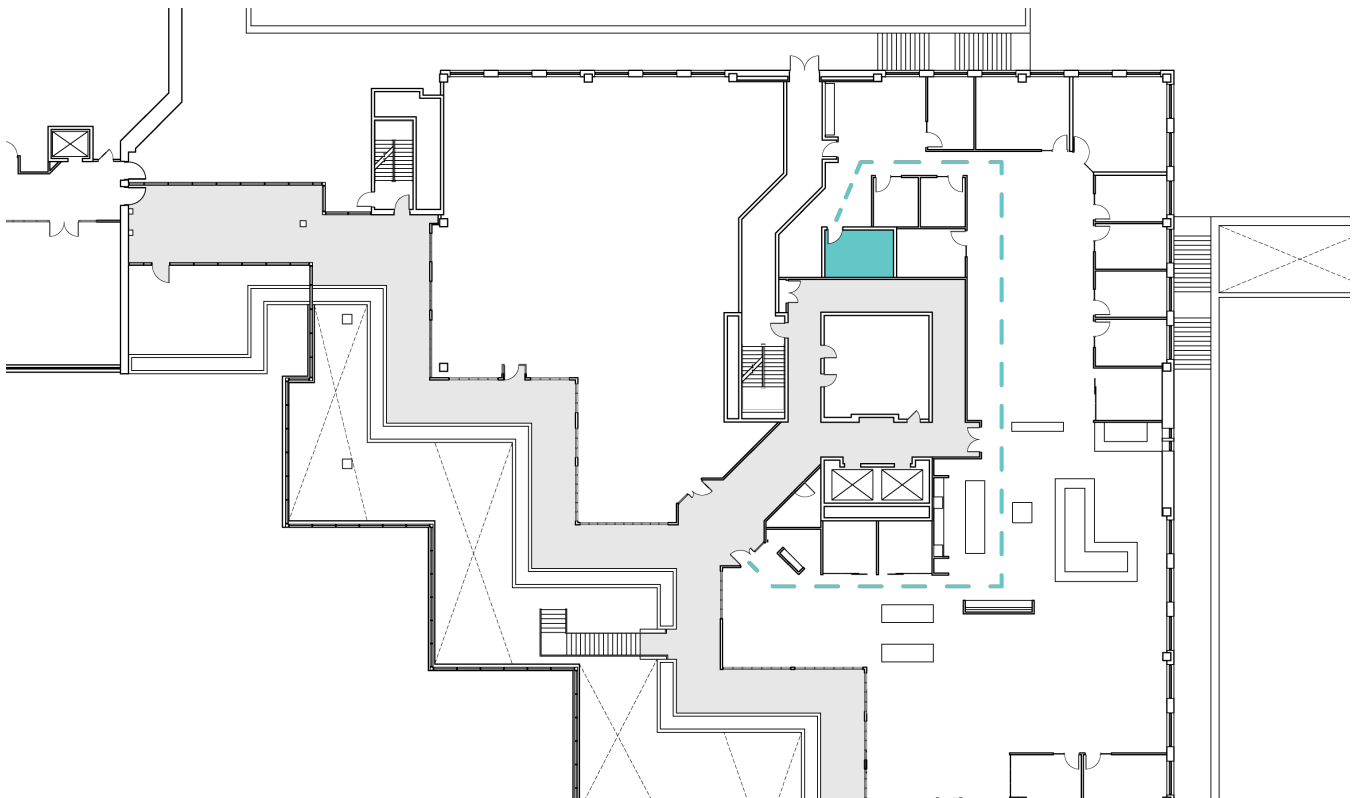
The Collider Studio is equipped with a table, four chairs and the following:

- 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.

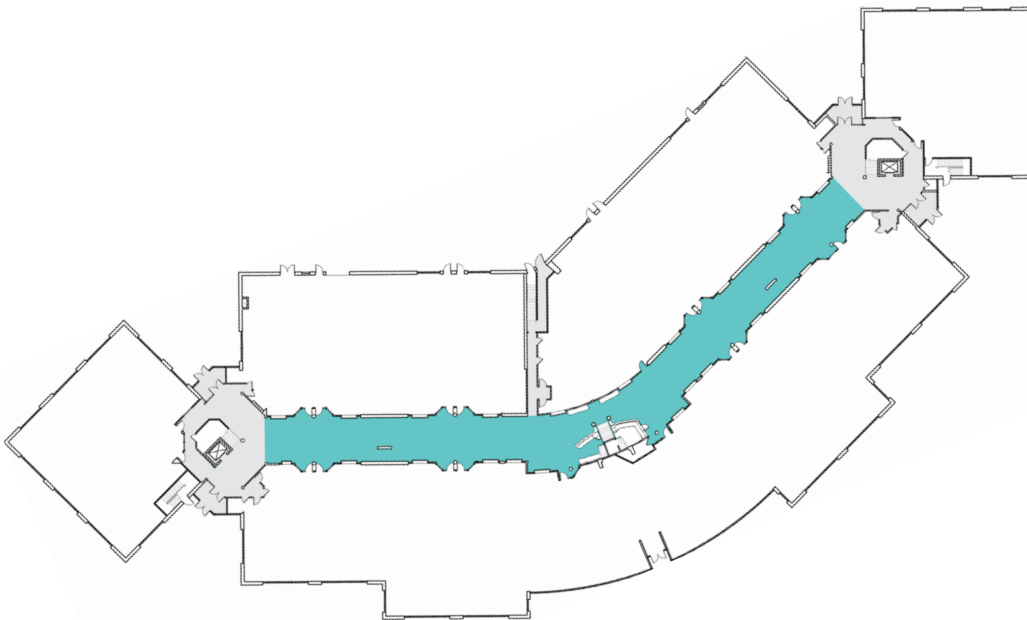
The following equipment is available by request:

- 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

The following equipment is available by request:

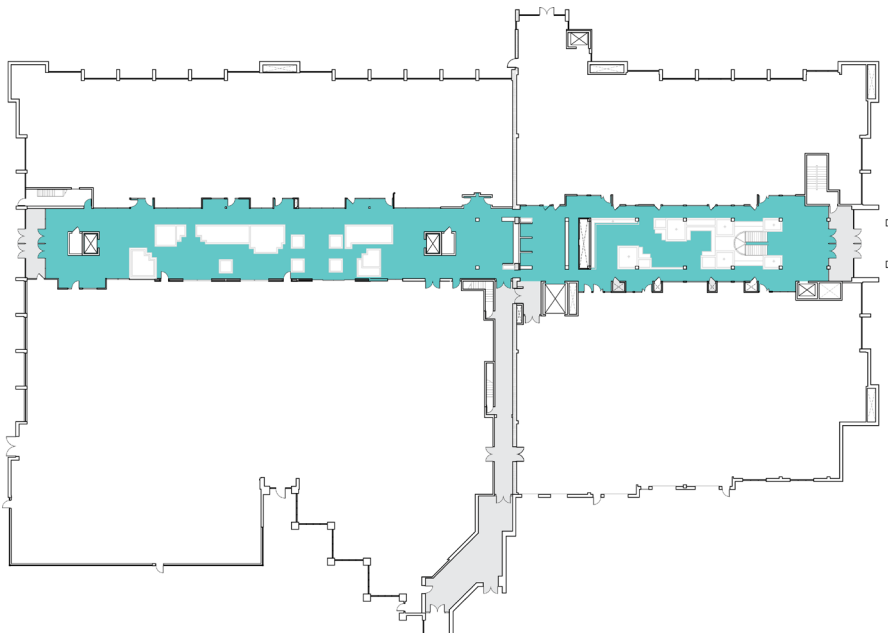
- Whiteboard (includes markers)
- Flip Chart (includes markers)
- Sound System — \$150 plus tax
- Coat Rack
- Tables — \$10 plus tax / table (includes set-up and take-down). **No Charge for tenants.**
- Chairs — \$50 for use (additional \$100 for set-up and take-down). **No Charge for tenants.**
- Portable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

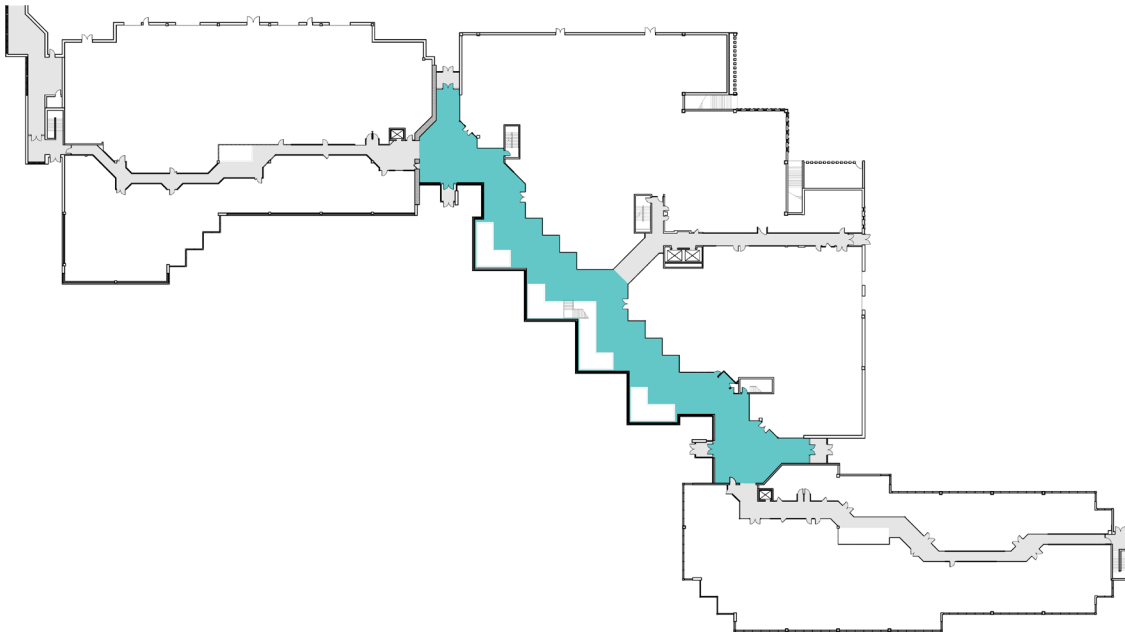
The following equipment is available by request:

- 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:

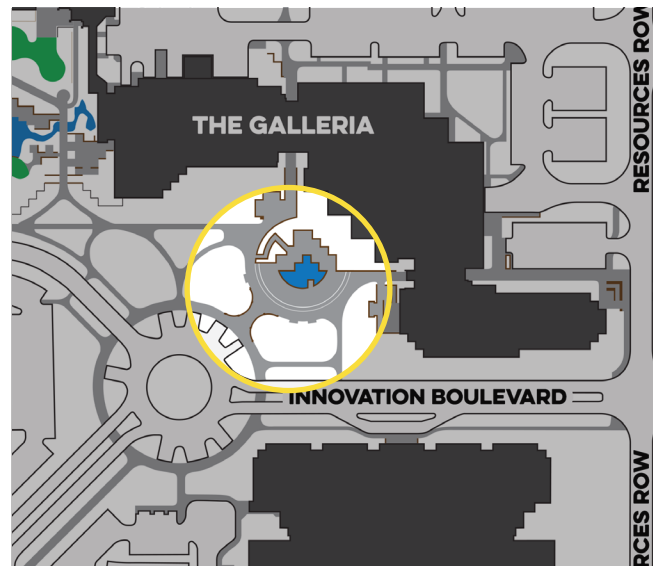
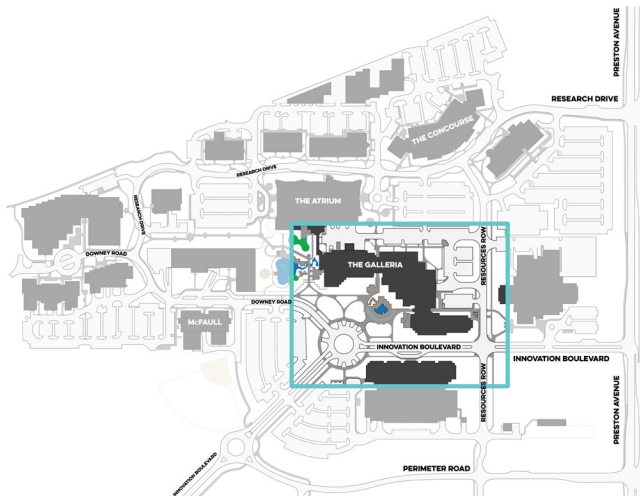
- Sound System — \$150 plus tax
- Tables — \$10 plus tax / table (includes set-up and take-down). **No Charge for tenants.**
- Chairs — \$50 plus tax for use (additional \$100 plus tax for set-up and take-down). **No Charge for tenants.**

## 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:

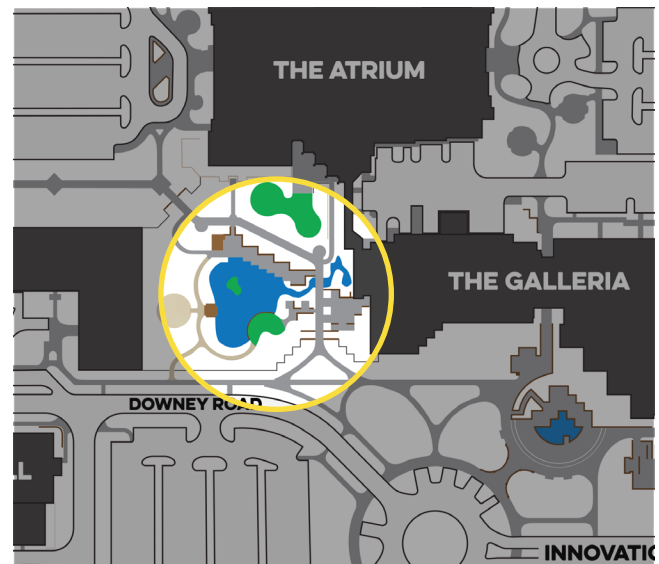
- Sound System — \$150 plus tax
- Tables — \$10 plus tax / table (includes set-up and take-down). **No Charge for tenants.**
- Chairs — \$50 plus tax for use (additional \$100 plus tax for set-up and take-down). **No Charge for tenants.**

## 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 McFaul Building  
421 Downey Road

## Equipment

The following equipment is available by request:

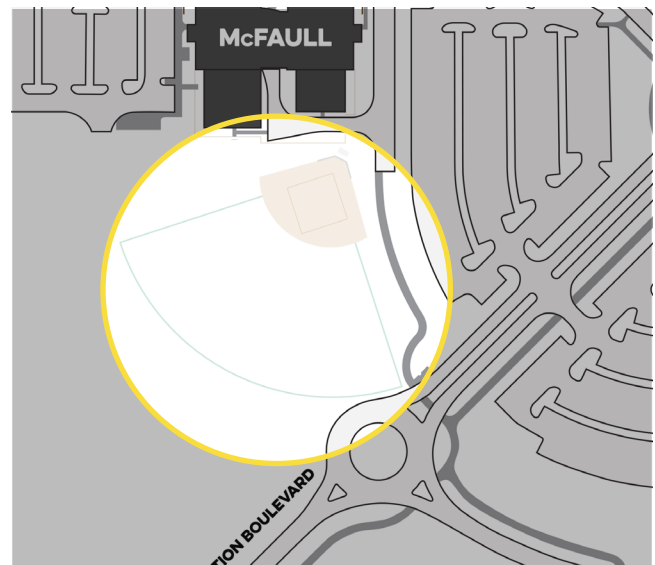
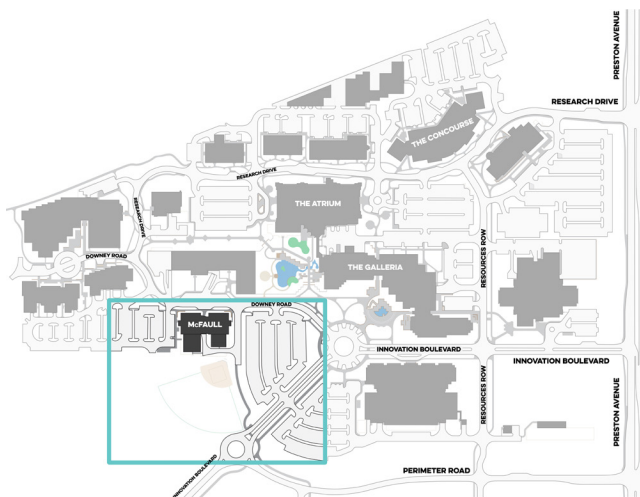
- Tables — \$10 plus tax / table (includes set-up and take-down). **No Charge for tenants.**
- Chairs — \$50 plus tax for use (additional \$100 plus tax for set-up and take-down). **No Charge for tenants.**

## 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
--	-------------	-----------	------------------	---------	-------------	-------------	---------------	-----------------	----------------------------------	---------------

## LAYOUTS AND CAPACITIES (NUMBER OF PEOPLE)

Theatre	50	50	120	Capacity details on page 13	30	30	20	Capacity details on page 23	—	—
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 <sup>x</sup>	10 <sup>x</sup>
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)

Wall-mounted TV with Video Conference	•	•	•	•	•	•	•	—	•	•
Podium	•	•	•	•	•	•	•	•	•	•
Flip Chart	•	•	•	•	•	•	•	•	•	•

## RATES (CHARGED PER HOUR)

Tenants	\$20 <sup>z</sup>	\$40 <sup>z</sup>	\$40 <sup>z</sup>	\$40 <sup>z</sup>		\$10 <sup>z</sup>
Non-Tenants	\$40 <sup>z</sup>	\$80 <sup>z</sup>	\$80 <sup>z</sup>	\$80 <sup>z</sup>		

<sup>x</sup> fixed setup <sup>z</sup> 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
EQUIPMENT (INCLUDED AND AVAILABLE)						
Whiteboards (includes markers)	•	•	•	—	—	—
Flip charts (includes markers)	•	•	•	—	—	—
Coat Rack	•	•	•	—	—	—
ADDITIONAL EQUIPMENT						
Sound System <sup>x</sup>	\$150 plus tax					
Portable TV with HDMI <sup>y</sup>	\$20 plus tax					
Tables	\$10 / table plus tax (includes set-up and take-down) <b>No charge for tenants</b>					
Chairs	\$50 plus tax for use (additional \$100 plus tax for set-up and take-down) <b>No charge for tenants</b>					
RATES (CHARGED PER HOUR)						
Tenants	—					
Non-Tenants	\$80 <sup>z</sup>					

<sup>X</sup> not available for Ball Diamond <sup>Y</sup> not available for Galleria Bowl, Garden Park and Ball Diamond <sup>Z</sup> additional fees will be charged as required to recover the cost of services (i.e., commissionaire, janitorial, parking, etc.).

