

XCHANGE  
CONFERENCE CENTRE

# XCHANGE

Conference Centre

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EXCLUSIVE TO THE TENANTS OF  
**121 KING STREET WEST**

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## YOUR CONFERENCE ROOM BENEFITS

The XCHANGE Conference Centre was developed as a value-added service for 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 will 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 which when combined can accommodate up to 80 people
- Close proximity to central transportation reducing or eliminating travel cost and our 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
- Projectors and conference phones available



## COMPLIMENTARY SERVICES

COMPLIMENTARY SERVICES to make your meetings most productive. Some of these include:

- Coffee/tea
- Room set-up style of your choice (please reference Room Configuration Options)
- Dishes and cutlery
- Microwave
- Refrigerator/freezer
- Ice machine
- Full service room, equipped with fax, photocopier and printer
- White board/flip charts
- Courtesy and conference phones
- High speed internet wireless (Wi-Fi) or cable LCD ceiling projectors and built-in viewing screens in each room
- Laptop computer
- 2 television monitors in lounge area
- Customizable digital display outside the XCHANGE Centre

## BOOKING / CANCELLATION

To make a booking, please contact:

Nadia Jane

Tenant Services Coordinator

Nadia.Jane@am.jll.com

416.363.1981

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 of operating the Conference Centre, with a minimum of 3 consecutive hours billed. Please contact Nadia Jane for details.

### Catering & Equipment Rentals

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

### Terms

- A Special Occasions Permit (SOP) must be purchased from LCBO if alcohol is to 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 the 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 after which they will be released or will be made available to others.

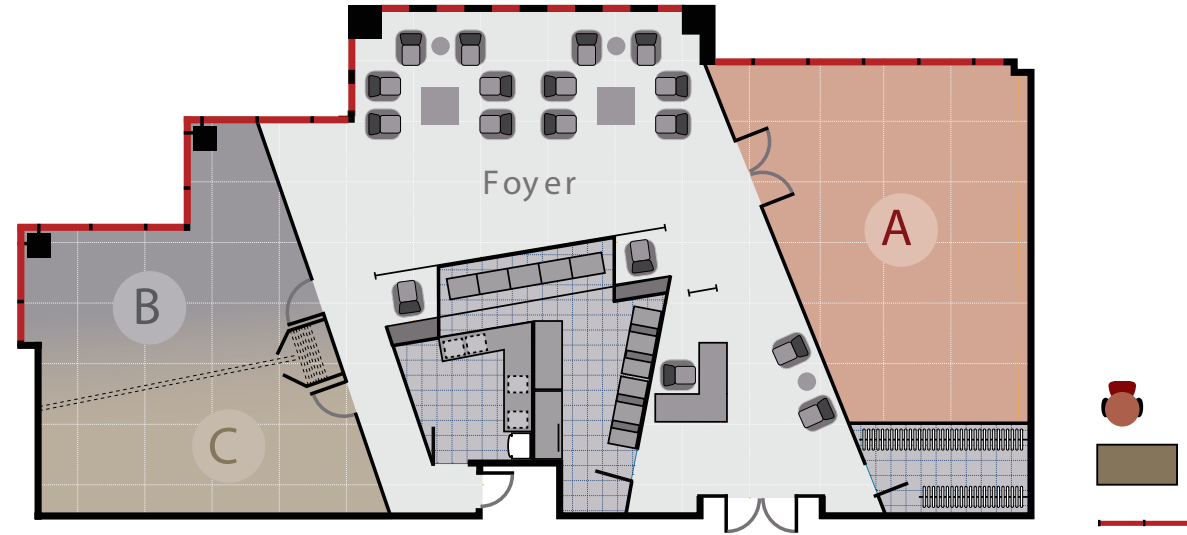
### Cancellation Policy

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 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.

For further information, please contact your Tenant Services Coordinator



## OVERALL FLOORPLAN



	A	B	B+C	C
BOARDROOM	7	4/5	5	4/4
CLASSROOM	8	N/A	5	2
THEATRE*	13	N/A	12	N/A
TRAINING	10	N/A	8	N/A
SQUARE	8	N/A	6	N/A
U-SHAPE	8	4	6	N/A

Foyer Area: Maximum 35 Persons

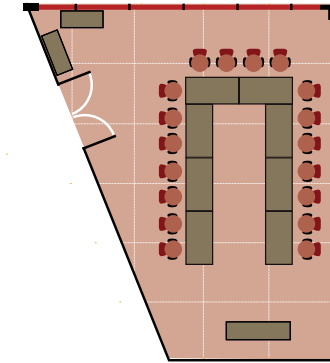
Entire XCHANGE Centre (Boardroom A, B and C): Maximum 100 Persons

\* Theatre Layout: Rows of chairs (no tables)

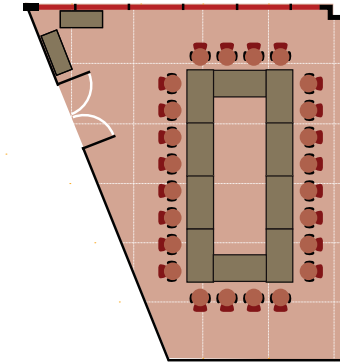
Please speak with the Tenant Services Coordinator to discuss your layout of choice. Our more popular room configurations are shown, however we are happy to arrange a setup that works best for your meeting.

## A

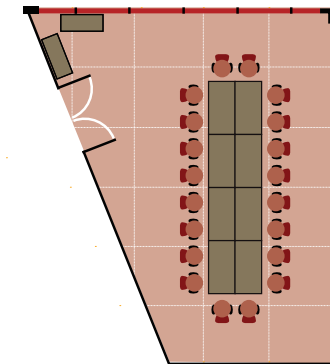
U-SHAPE layout  
8 persons



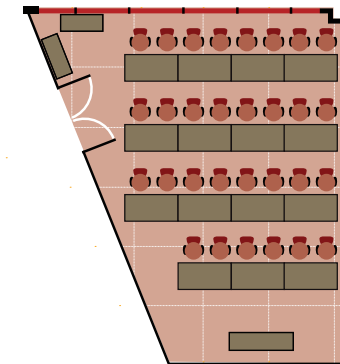
SQUARE layout  
8 persons



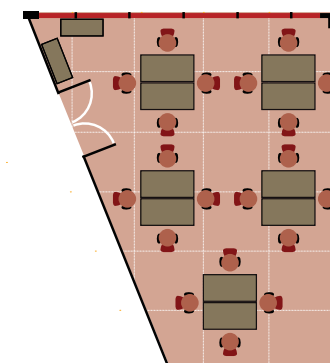
BOARDROOM layout  
7 persons



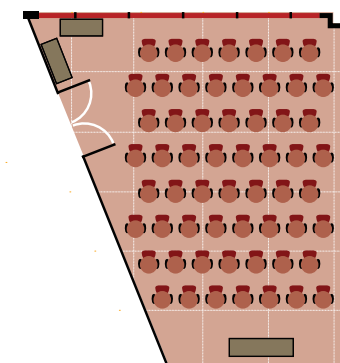
CLASSROOM layout  
8 persons



TRAINING layout  
10 persons

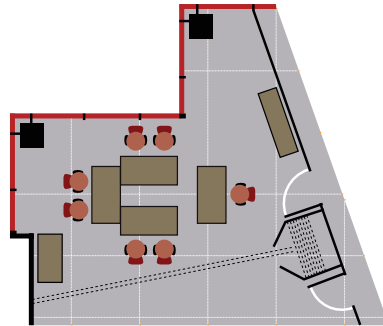


THEATRE layout  
13 persons

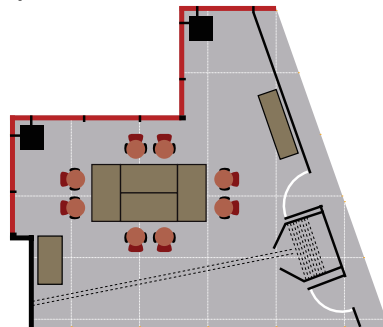


**B**

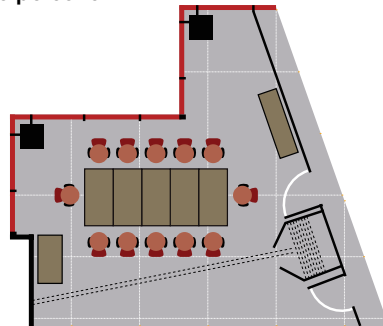
**U-SHAPE layout**  
4 persons



**BOARDROOM layout**  
4 persons

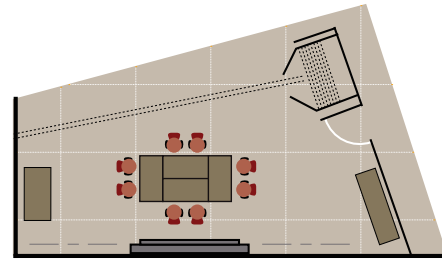


**BOARDROOM layout**  
5 persons

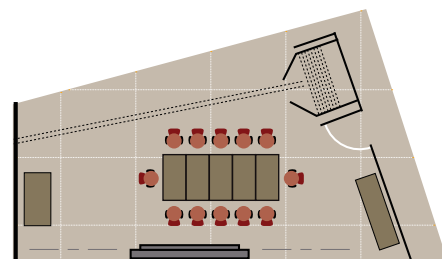


**C**

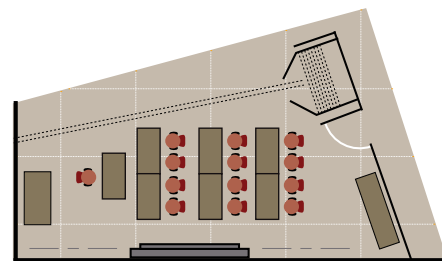
**BOARDROOM layout**  
4 persons



**BOARDROOM layout**  
4 persons

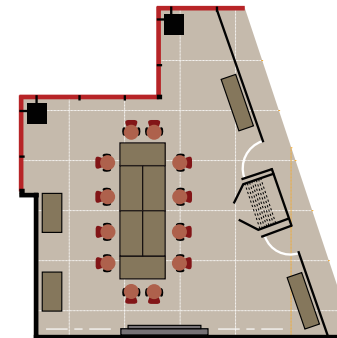


**CLASSROOM layout**  
2 persons

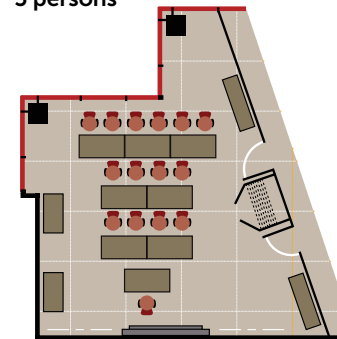


**B+C**

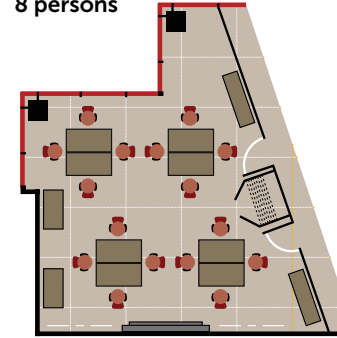
**BOARDROOM layout**  
5 persons



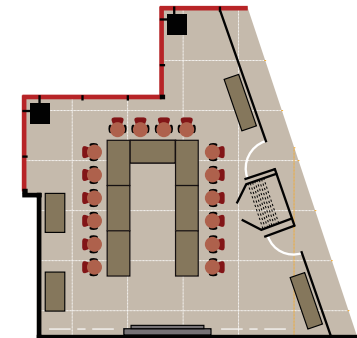
**CLASSROOM layout**  
5 persons



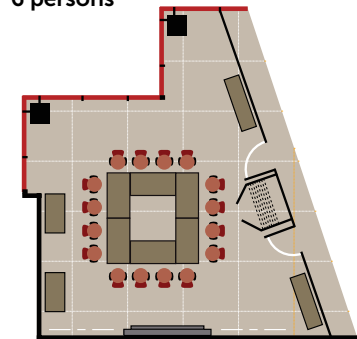
**TRAINING layout**  
8 persons



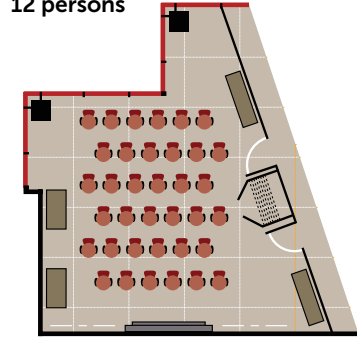
**U-SHAPE layout**  
6 persons



**SQUARE layout**  
6 persons



**THEATRE layout**  
12 persons





# XCHANGE

Conference Centre

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**Nadia Jane**

Tenant Services Coordinator

[Nadia.Jane@am.jll.com](mailto:Nadia.Jane@am.jll.com)

416.363.1981

