CONFERENCE PACKAGE

McMASTER INNOVATION PARK

CONFERENCE PACKAGE
• Offers versatility and an abundance of space to accommodate medium to large gatherings.

• Boardroom and U-shape style Meeting rooms

• Conference Room that can be divided into four sections

• Picturesque Atrium and Courtyard available

• Meeting rooms come affixed with flip chart and whiteboard

• Includes projectors, screens, sound system and ambient lighting

• Several setup styles to choose from in the Conference Room, Atrium, and Courtyard

• The perfect combination of function and beauty for all events.
Conference Facility
Specifications & Features

- MIP has up to nine different conference and meeting rooms that are available for rental.
- Meeting Rooms are ‘Standard Boardroom’ and ‘U-shape style’ setup.
- Conference Rm 1 ABCD and Atrium can accommodate different capacity and set-ups
- MIP’s Courtyard is available for outdoor rentals

Specifications & Capacities

<table>
<thead>
<tr>
<th>Conference Facility</th>
<th>Dimensions</th>
<th>Square Feet</th>
<th>Board-room</th>
<th>U-Shape (6’ Rect.)</th>
<th>Hollow Square</th>
<th>Classroom</th>
<th>Theatre</th>
<th>Banquet (5 Rounds)</th>
<th>Reception</th>
</tr>
</thead>
<tbody>
<tr>
<td>One Room (1A/B/C/D)</td>
<td>28’ x 20’</td>
<td>560</td>
<td>20</td>
<td>18</td>
<td>18</td>
<td>55</td>
<td>32</td>
<td>100</td>
<td>50</td>
</tr>
<tr>
<td>Two Rooms (1AB / 1BC/1CD)</td>
<td>28’ x 40’</td>
<td>1120</td>
<td>36</td>
<td>36</td>
<td>36</td>
<td>110</td>
<td>64</td>
<td>100</td>
<td>100</td>
</tr>
<tr>
<td>Three Rooms (1ABC /1BCD)</td>
<td>28’ x 60’</td>
<td>1680</td>
<td>54</td>
<td>54*</td>
<td>54*</td>
<td>165</td>
<td>96</td>
<td>150</td>
<td>150</td>
</tr>
<tr>
<td>Four Rooms (1ABCD)</td>
<td>28’ x 80’</td>
<td>2240</td>
<td>72*</td>
<td>72*</td>
<td>72*</td>
<td>220</td>
<td>128</td>
<td>200</td>
<td>200</td>
</tr>
<tr>
<td>Atrium</td>
<td>29’ x 105’</td>
<td>3045</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>240</td>
<td>300</td>
</tr>
<tr>
<td>Courtyard - West Section</td>
<td>54’ x 67’</td>
<td>3394</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>150</td>
<td>250</td>
</tr>
<tr>
<td>Courtyard - East Section</td>
<td>28’ x 51’</td>
<td>1356</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>100</td>
<td>150</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Meeting Rooms</th>
<th>Dimensions</th>
<th>Square Feet</th>
<th>Capacity</th>
<th>Standard Setup</th>
</tr>
</thead>
<tbody>
<tr>
<td>Room 2</td>
<td>21’ x 30’</td>
<td>630</td>
<td>22</td>
<td>Large U-shape</td>
</tr>
<tr>
<td>Room 3</td>
<td>18’ x 15’</td>
<td>270</td>
<td>12</td>
<td>Board Room</td>
</tr>
<tr>
<td>Room 4</td>
<td>18’ x 15’</td>
<td>270</td>
<td>12</td>
<td>Board Room</td>
</tr>
<tr>
<td>Room 5</td>
<td>18’ x 20’</td>
<td>360</td>
<td>12</td>
<td>Small U-shape</td>
</tr>
</tbody>
</table>

* Rentals may be required

Features

Each room includes
- Built-in projector and screen (excluding the Atrium)
- Wireless Internet (Instructions are provided)
- Simultaneous Video available upon request (Rm 1 ABCD - $30.00)
- Teleconference phones are available upon request (Rates apply for a Tele-conference phone line) *Not available in Room 1 A/B/C
- Each ‘Meeting Room’ is equipped with an affixed white board and flip chart
- Portable flip chart(s) and easels are available upon request (Rental charges may apply)

Catering

Catering is available in all rooms, from snacks to continental breakfasts to sit-down dinners (through MIP Preferred Catering Services). You are welcome to contact them directly. Contact information is found on our website.

Atrium A/V

The Atrium Sound System is available for rental. A basic set-up fee of $90.00 applies. This includes a podium and two speakers. MIP will set up and test the system for your event. If you require onsite support for your entire event, we would be happy to schedule one of our staff to assist you. A $25.00 hourly rate applies.

Parking

Parking is available in the Gated Overflow (formerly Special Event) parking lot. The rates are $1.00/hr or $7.00/day. Parking is free in all MIP parking lots after 5:00pm and on weekends. Pre-purchased vouchers can be attained through the Conference.

Email: conferences@mcmasterinnovationpark.ca
Website: www.mcmasterinnovationpark.ca
### Conference Facility Rental Rates

- Each room is priced differently depending on your rental time requirements (half day, full day, or hourly)
- MIP offers MIP Tenants, McMaster University, Affiliates, and Strategic Partners ‘Discounted Rates’

#### Specialized Rates:

<table>
<thead>
<tr>
<th>Room Description</th>
<th>Hourly</th>
<th>Half Day (4 hours)</th>
<th>Full Day (8 hours)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Room 2</td>
<td>$36.00</td>
<td>$120.00</td>
<td>$210.00</td>
</tr>
<tr>
<td>Room 3</td>
<td>$24.00</td>
<td>$78.00</td>
<td>$132.00</td>
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<tr>
<td>Room 4</td>
<td>$24.00</td>
<td>$78.00</td>
<td>$132.00</td>
</tr>
<tr>
<td>Room 5</td>
<td>$24.00</td>
<td>$78.00</td>
<td>$132.00</td>
</tr>
<tr>
<td>Room 1 (A/B/C/D)</td>
<td>$30.00</td>
<td>$105.00</td>
<td>$180.00</td>
</tr>
<tr>
<td>Room 1 (AB, BC, CD)</td>
<td>$60.00</td>
<td>$180.00</td>
<td>$300.00</td>
</tr>
<tr>
<td>Room 1 (ABC, BCD)</td>
<td>$81.00</td>
<td>$270.00</td>
<td>$450.00</td>
</tr>
<tr>
<td>Room 1 (ABCD)</td>
<td>$99.00</td>
<td>$360.00</td>
<td>$600.00</td>
</tr>
<tr>
<td>Atrium (4 hr minimum rental)</td>
<td>$99.00</td>
<td>$360.00</td>
<td>$600.00</td>
</tr>
<tr>
<td>Courtyard</td>
<td>$81.00</td>
<td>$240.00</td>
<td>$450.00</td>
</tr>
</tbody>
</table>

#### Corporate Rates:

<table>
<thead>
<tr>
<th>Room Description</th>
<th>Hourly</th>
<th>Half Day (4 hours)</th>
<th>Full Day (8 hours)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Room 2</td>
<td>$60.00</td>
<td>$200.00</td>
<td>$350.00</td>
</tr>
<tr>
<td>Room 3</td>
<td>$40.00</td>
<td>$130.00</td>
<td>$220.00</td>
</tr>
<tr>
<td>Room 4</td>
<td>$40.00</td>
<td>$130.00</td>
<td>$220.00</td>
</tr>
<tr>
<td>Room 5</td>
<td>$40.00</td>
<td>$130.00</td>
<td>$220.00</td>
</tr>
<tr>
<td>Room 1 (A/B/C/D)</td>
<td>$50.00</td>
<td>$175.00</td>
<td>$300.00</td>
</tr>
<tr>
<td>Room 1 (AB, BC, CD)</td>
<td>$100.00</td>
<td>$300.00</td>
<td>$500.00</td>
</tr>
<tr>
<td>Room 1 (ABC, BCD)</td>
<td>$135.00</td>
<td>$450.00</td>
<td>$750.00</td>
</tr>
<tr>
<td>Room 1 (ABCD)</td>
<td>$165.00</td>
<td>$600.00</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>Atrium (4 hr minimum rental)</td>
<td>$165.00</td>
<td>$600.00</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>Courtyard</td>
<td>$135.00</td>
<td>$400.00</td>
<td>$750.00</td>
</tr>
</tbody>
</table>

* Please note that a minimum of four (4) hours is required for any weekend event

#### Optional add-ons:

- Linens $4 ea (5’ Round / 6’ Rectangular), $6 ea (Cocktail Tables - 120’ Round)
- VGA Splitter (Simultaneous Video) - $30
- Teleconference Phone - $.10 per minute/pp
- Atrium Sound System Set up (podium, set up and two speakers) - $90
- Additional Speakers - $25 ea
- Wireless microphones (handheld and lapel) - $10 ea
- Atrium Sound System onsite support (MIP Staff) - $25/hr
- Staging (4'x8' deck): $70 ea (Corporate) - $42 ea (Tenant)
- Pipe & Drape: $35 (Corporate) $21 (Tenant)

### Room rates as well as all other expenses incurred will be invoiced after your event (Rentals, Equipment, Catering, A/V, Damages)

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**McMaster Innovation Park**

175 Longwood Road South
Hamilton, Ontario L8P 0A1
T: (905) 667-5500
F: (905) 667-5501

Email: conferences@mcmasterinnovationpark.ca
Website: [www.mcmasterinnovationpark.ca](http://www.mcmasterinnovationpark.ca)

V June 2017
Conference Facility
Preferred Services

Catering Services

At The Table
Chris Beltrano
75 MacNab St S Hamilton
Ph: 905-297-0682
E: athetable@ywcahamilton.org
W: ywcahamilton.org/at-the-table

Fig & Olive Larder
(Formerly the Lunch Company)
Cecilia Bingham
5327 Upper Middle Rd, Burlington
Ph: 905-332-8646
E: cbingham@thelunchcompany.ca
W: www.figolivecatering.com

The Village Green
Gwen & Don Gordon
925 King St. W, Hamilton
Ph: 905-296-6300
C: 905-525-9233
E: thevillagegreencuisine@live.com
W: http://www.thevillagegreencuisine.com

Paradise Catering
McMaster University Hospitality Services
1280 Main St W, Hamilton
Ph: 905-525-9140 x 24836
E: catering@mcmaster.ca
W: http://hospitality.mcmaster.ca/catering/

Liability Insurance

PAL – Party Alcohol Liability Insurance
Ph: 519-428-7716
Toll Free: 1-800-265-8098
Ph: 905-387-7544
W: www.palcanada.com

*Note: Alcohol is only permitted with a Special Occasions Permit.
Party Alcohol Liability or Liability Insurance of five million dollars, naming McMaster Innovation Park as an Additional Named Insured is required. MIP requires copies of both of these documents 7 days prior to the event. Liquor permits can be obtained by your local LCBO or visiting http://www.agco.on.ca. The permit must be purchased 30 days prior to an event and are the responsibility of the ‘Renter’. The SOP must be posted beside the bar at the event. The bartenders must be SMART Serve Certified. Our catering services may provide this service upon your request. Please review MIP Conference Facility Schedule “A” - Terms & Conditions for more information.

Audio Visual Services

MIP Atrium Sound System
The Atrium Sound System is available for rental. A basic Set-up fee of $90.00 applies. Onsite support is available upon request, a $25.00 hourly rate applies.
*See specification and features sheet for more details

Soundbox Productions
James Altena
Ph: 905-387-7544 x 21
Toll Free: 1-888-273-1038
E: jamie@sounboxpro.com
W: www.soundboxpro.com/get-a-quote

Creative Artist Group (C.A.R.S) Inc.
Bill Geekie
Ph: 905-578-2265
E: bill@creativeartistsgroup.com
W: www.creativeartistsgroup.com

*If you require Catering or A/V Services, you are required to use MIP Preferred Services. Please contact our suppliers directly for a quotation. MIP would be happy to coordinate this on your behalf; a coordination fee will apply, depending on requirements. If this policy is not followed you may be charged a violation fee. By agreeing to proceed with a Conference Facility booking at MIP, you are agreeing to comply with and be bound by MIP Conference Facility Schedule “A” - Terms & Conditions, which can be found at www.mcmasterinnovationpark.ca/meeting-and-conference-rooms.