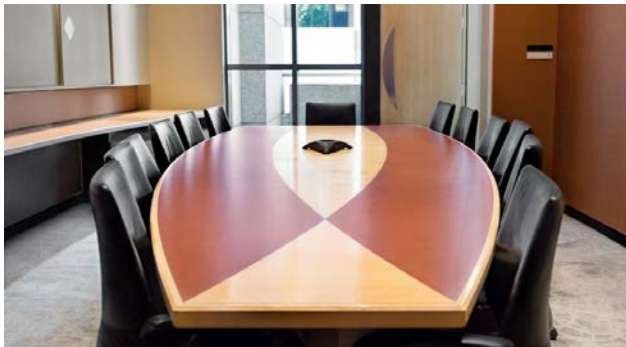


Le 1000 Conference Centre Client Guide

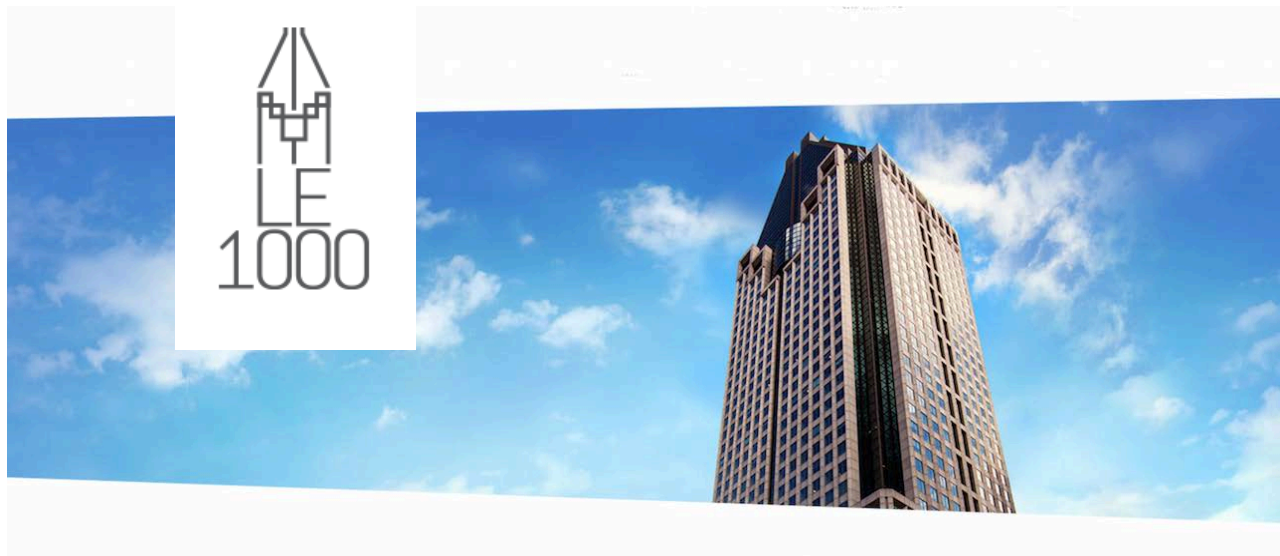


Le 1000 Conference Centre and
Le 1000 De La Gauchetière are property of:



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1 Welcome

You have chosen a prestigious location for your event. We're confident that it will impress your guests.

This guide was designed to help you plan your event. It includes important information to ensure that everything goes smoothly.

We want your event to be a success and have made our team available to guide you through the organization process. Our facilities are well-suited for all kinds of activities, such as training sessions and business meetings.







Turnkey services, elegant and timeless decor, multimedia and audiovisual equipment—we have what you need to take your event to the next level of quality.

2 Access

In Montreal, few buildings are as strategically located as Le 1000. The building and Conference Centre are easily accessible by various modes of transportation and include direct connections with all public transit networks.

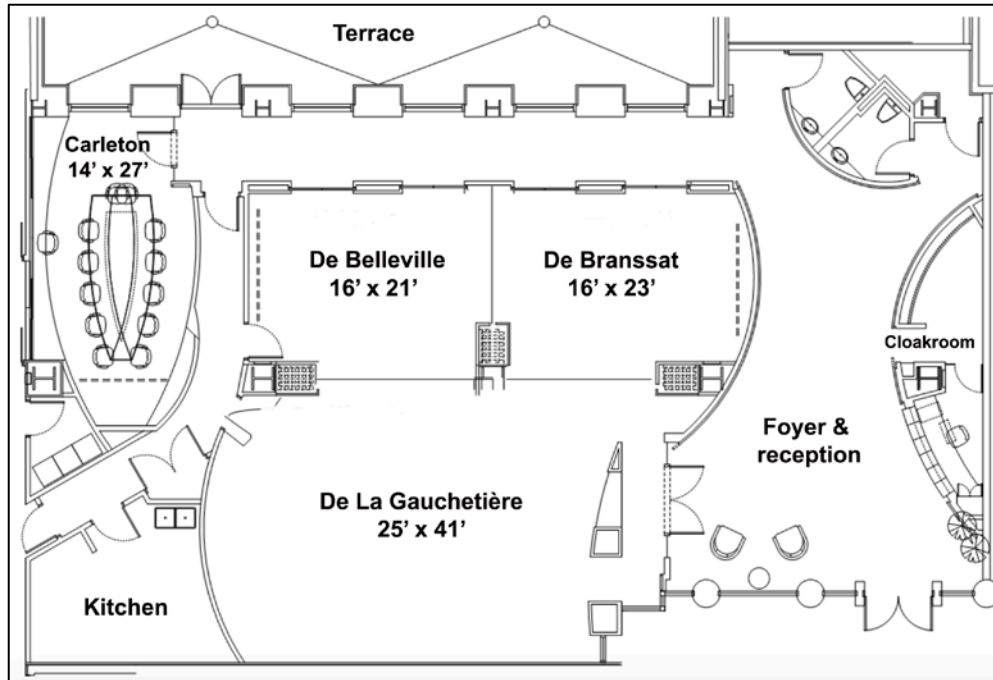
Our address:

Le 1000 Conference Centre
1000 De La Gauchetière St. W., Suite MZ-150
Montreal, Quebec
H3B 4W5

Mode of transportation	Access
Metro (Subway) 	<p>The building connects directly to Bonaventure Metro Station (Line 2 – Orange). From the station, simply follow the signs leading to Le 1000.</p>
Bus 	<p>Two STM bus routes have stops at Le 1000. There is the 36 Monk (eastbound on Saint-Jacques Street) and the 107 Verdun (on Peel Street).</p> <p>The AMT downtown bus terminus is also directly connected to Le 1000. Several buses serving Montreal’s South Shore make their final stop here. www.amt.qc.ca</p>
Suburban train 	<p>Just a few minutes’ walk from Le 1000 are two suburban train stations. There’s Central Station (Montreal/Deux-Montagnes and Montreal/Mont-Saint-Hilaire lines) and Lucien-L’Allier Station (Montreal/Dorion-Rigaud, Montreal/Blainville and Montreal/Delson lines). www.atm.qc.ca</p>
Car 	<p>Driving from the east: Take the Ville-Marie Expressway to the Université exit, then take Mansfield Street to De La Gauchetière Street.</p> <p>Driving from the west: Take the Ville-Marie Expressway to the Montagne/St-Jacques exit, then go north up De la Montagne Street. Turn right at Saint-Antoine, then left onto Mansfield Street. Follow Mansfield till De La Gauchetière Street.</p> <p>Driving from the South Shore: Take the Champlain Bridge, and then the Bonaventure Expressway up to University Street. Turn left on De La Gauchetière.</p> <p>Driving from the North Shore: Take Highway 15 till Highway 720 (aka the Ville-Marie Expressway), exiting at De la Montagne/St-Jacques. Go north on De la Montagne and then turn right onto Saint-Antoine. Turn left at Mansfield and continue to De La Gauchetière.</p>
Personal bicycle 	<p>Le 1000 offers 54 bicycle parking spots on Level P2 of the indoor garage. The entrance is at 995 Saint-Antoine Street West. Bicycle parking is free of charge.</p>
Reduced mobility 	<p>The building is accessible for people with reduced mobility:</p> <ul style="list-style-type: none"> • Automatic doors in the main entrance; • Elevators for accessing the tower; • Additional elevator leading to the food court located slightly above ground level; • Public bathrooms with accessible stalls; • Ramp in Level P3 of the parking garage.
BIXI	<p>BIXI is Montreal’s public bicycle service. It is available for use 24/7 from April through to November. User fees apply. www.bixi.com</p>
Communauto	<p>The Communauto carsharing service offers a practical, affordable and eco-friendly alternative. Two vehicles are available at Le 1000, one fuel-powered and one electric vehicle. User fees apply. www.communauto.com</p>

3 Room Specifications and Capacities

There are four meeting rooms at the centre, including a boardroom that can accommodate up to 12 people. Room layouts can be changed to suit the needs of your event.



Room	Size + surface area	Conference	Class-room	Theatre	Half-moon	U-style	Banquet	Cocktail
De Belleville	16' X 21' 336 sq. ft.	15	18	30	18	15	24	50
De Branssat	16' X 23' 368 sq. ft.	15	18	30	18	15	24	50
De La Gauchetière	25' X 41' 1025 sq. ft.	25	36	70	36	25	48	100
Carleton	14' X 27' 378 sq. ft.	12	n/a	n/a	n/a	n/a	n/a	n/a
De Belleville + De Branssat	700 sq. ft.	30	24	60	36	20	48	100
De Belleville + De La Gauchetière	1300 sq. ft.	n/a	54	100	54	n/a	72	150
De Belleville + De Branssat + De La Gauchetière	1700 sq. ft.	n/a	72	130	84	n/a	90	200
Conference Centre Exclusive (4 rooms)	4000 sq. ft.	n/a	72	130	72	n/a	90	200
Ceiling height 4 rooms	12 ft.							
Outdoor terrace	59 ft. X 22 ft.	n/a	n/a	n/a	n/a	n/a	n/a	70

4 Coordinating Your Event

Our top priority is planning your event. We offer assistance with every detail and are always available to help. Once you sign the rental agreement, our event agent will guide you through the planning process.

Reservations

Tel.: 514-395-4800, Email: conferences.le1000@groupepetra.com

5 Deposits and Billing

A deposit is required at the time the contract is signed. Deposits are non-refundable, even if the event is cancelled.

The outstanding balance is due after the event, along with costs associated with additional services requested by the Host. These amounts must be paid within 15 days of receiving the bill.

6 Inclusions

The Conference Centre is pleased to offer you turnkey service. Listed below are the inclusions in your rental.

Inclusions for all rentals	
<ul style="list-style-type: none">• Coordination of services offered by the Conference Centre• Tables, chairs, tablecloths• Wireless microphone or neck microphone (upon request and subject to availability)• Podium (upon request and subject to availability)• Dishes (for up to 40 guests)• Easel and flip chart (upon request and subject to availability)• Wired Internet or Wi-Fi	<ul style="list-style-type: none">• T1 and AMT access lines accessible via a wall connection• Control of all audiovisual and lighting systems• Unstaffed cloakroom• Maintenance• SOCAN fees
Room-specific inclusions	
De Belleville Room	<ul style="list-style-type: none">• All of the above
De Branssat Room	<ul style="list-style-type: none">• 70" flat-screen LED television, 1920 x 1080 pixels
De La Gauchetière Room	<ul style="list-style-type: none">• ACL projector, 6500 lumens, 1920 x 1200 pixels, fixed screen
Carleton Room	<ul style="list-style-type: none">• Conference table that seats 12• 70" flat-screen LED television, 1920 x 1080 pixels
Terrace	<ul style="list-style-type: none">• Lounge chairs and loveseats

7 Accredited Caterers

Any food or bar services required for your event must be provided by one of our accredited caterers. You must let us know which caterer you've hired **at least 5 business days before the event is scheduled to take place.**

Our accredited caterers are familiar with our space and will help ensure that your event is a success.

Accredited caterers	Contact information
 <p data-bbox="362 359 711 432">La Brigade volante traiteur marché gourmand par Benoit Hogue</p>	<p data-bbox="1016 262 1315 359">La Brigade volante info@brigadevolante.com 514-564-3900</p> <p data-bbox="1016 392 1312 422">www.brigadevolante.com</p>
 <p data-bbox="370 531 683 617">DANSEREAU TRAITEUR</p>	<p data-bbox="980 483 1349 579">Dansereau Traiteur traiteur@dansereautraiteur.com 514-735-6107</p> <p data-bbox="1000 613 1330 642">www.dansereautraiteur.com</p>
 <p data-bbox="277 716 808 821"><i>Francis Beaulieu</i> — TRAITEUR —</p>	<p data-bbox="974 701 1357 798">Francis Beaulieu Traiteur info@francisbeaulieutraiteur.com 514-727-0111</p> <p data-bbox="974 831 1354 861">www.francisbeaulieutraiteur.com</p>
 <p data-bbox="407 905 643 1066">Maître & Chef TRAITEURS · CATERING</p>	<p data-bbox="1021 919 1308 1016">Maître & Chef Traiteurs info@maitre-et-chef.com 514-938-9398</p> <p data-bbox="1021 1050 1305 1079">www.maitre-et-chef.com</p>
Caterers located within Le 1000 for essentials like beverages and pastries	Contact information
 <p data-bbox="375 1188 703 1356">Brioche Dorée</p>	<p data-bbox="1029 1205 1300 1302">La Brioche Dorée dlg@briochedoree.com 514-875-0791</p> <p data-bbox="1036 1335 1294 1365">www.briochedoree.us</p>
 <p data-bbox="386 1430 683 1604">LA FABRIQUE DE BAGEL</p>	<p data-bbox="1000 1432 1330 1528">La Fabrique de bagel allo@lafabriquedebagel.com 514-871-1212</p> <p data-bbox="1000 1562 1330 1591">www.lafabriquedebagel.com</p>
 <p data-bbox="298 1661 837 1787">la prep[®] FRAIS DU JOUR</p>	<p data-bbox="971 1650 1360 1747">La Prep – Frais du Jour 1000delagauchetiere@laprep.com 514-875-0774</p> <p data-bbox="1062 1780 1263 1810">www.laprep.com</p>

8 Parking

The building has a five-level underground parking garage that can accommodate more than 550 vehicles. Four electric vehicle charging stations are included. You and your guests can park here worry-free; we guarantee a safe environment with 24-hour video surveillance and regular patrols.

Entrance and exit

The entrance to the parking garage is on La Cathédrale Street. The exit leads to Mansfield Street. The maximum clearance is 1.8 metres.

Rates

\$24.00/day
\$6.00/30 mins.

For more information:

Indigo
Tel.: 514-395-4821

9 Cloakroom

The Conference Centre has an unstaffed cloakroom that can accommodate up to 80 coats.

10 Audiovisual Equipment and Specifications

The rooms at the Conference Centre are equipped with high-quality audiovisual equipment. Listed below are the specifications for this equipment and other items available on request.

Device	Room	Specifications
Projector	De La Gauchetière	ACL projector, 6500 lumens, 1920 x 1200 pixels
Television	De Branssat and Carleton	70" flat-screen LED television, 1920 x 1080 pixels
Wireless microphone	Upon request and subject to availability	
Neck microphone	Upon request and subject to availability	
Conference telephone	Upon request and subject to availability	
Podium	Upon request and subject to availability	

11 Wired Internet and Wi-Fi Connections

The Conference Centre has graciously equipped all rooms and spaces with a high-speed Wi-Fi network connected to T1 and AMT lines to ensure your presentations and discussions are efficient.

The network name and password will be provided to you on the day of the event.

Wired Internet connections are also available.

12 Environmentally Responsible Events

The Conference Centre encourages renters to implement best practices in sustainability when planning their events. This involves special consideration when choosing suppliers, food and means of transportation, as well as managing material, power, water and waste.

More information on environmentally friendly event planning is available from the [Quebec Council for Environmentally Responsible Events](#).

13 Use of Facilities and General Information

13.1 Layout, set-up and tear down

Rooms will be laid out as determined when your rental agreement was signed. Our team will handle room set-up and tear down.

13.2 Hanging displays

It is strictly prohibited to hang posters or other items on the walls or furniture using adhesives, nails, tacks, staples or other materials. Clients wishing to hang decorative items must have them approved by the Conference Centre and ensure that they comply with Fire Department regulations. No decorations may be posted, suspended, hung or affixed without prior written consent from the Conference Centre. Sticky tack (blue tack) is permitted for displaying light items.

13.3 Posters and signs

Easels are available so that you can display posters or signs. Posters and signs are only permitted in the Conference Center or at its entrance on the Mezzanine Level.

13.4 Medical assistance

Should one of your guests require medical assistance during your event, please inform one of the event agents on duty. He or she will contact Security for immediate assistance. Our prevention personnel is trained to treat persons who feel unwell, administer first-aid or perform cardiac resuscitation. If necessary, our personnel will contact emergency services (ambulance, police, firefighters).

13.5 Kitchen: use, equipment and material

The Conference Centre works with accredited caterers who have access to our kitchen, which is equipped with food preparation and service equipment. Only accredited caterers are authorized to use this material and equipment free of charge.

Equipment and material available to caterers	
Dishes Available for 40 people or less (maximum of 3 pieces of cutlery per person)	<i>For more than 40 people, the Host must rent dishes, flatware and any other material required for the event. These items may be rented from the supplier of your choice.</i>
Ice machine	
Oven, refrigerator and dishwasher	

13.6 Storage

The Conference Centre does not have a separate storage area. Therefore, all materials required for your event must be stored in the rental space.

13.7 Non-smoking environment

The building, including the Conference Centre terrace, is a non-smoking space. As the Lessor, we must ensure compliance with all related rules and regulations.

13.8 Automated teller

For the convenience of our guests, an RBC automated teller is available in the building on the ground level near the skating rink in the Atrium Le 1000.

13.9 Distinguished guests

Renters must inform the Conference Centre if a distinguished guest requiring special provisions is scheduled to attend the event. This information will be relayed to Security to ensure appropriate measures are taken.

13.10 Deliveries

No supplies may be brought into the building via the main doors or secondary doors. All deliveries must be directed to the loading dock at 995 Saint-Antoine West during business hours which are from 8 a.m. to 5 p.m. (closed from 12 p.m. to 1 p.m.).

13.11 Alcohol permits

The Conference Centre does not hold a permit to serve or sell alcohol. The Host assumes full responsibility for all fees related to obtaining an alcohol permit for the Event. A copy of your alcohol permit must be provided to the Conference Centre **at least five business days prior to the Event**. Only authorized caterers may serve alcoholic beverages at the Conference Centre. All bottles of alcohol must be removed from the rental space as soon as the Host leaves at the end of the Event.

For additional information and to apply for an alcohol permit:

Applications for alcohol permits must be submitted **at least 15 days** prior to the event.

Régie des alcools, des courses et des jeux

Information: 514-873-3577

[Alcohol permit applications](#)

13.12 Photocopies and faxes

The Conference Centre can help you with small quantities of photocopies or faxes (less than 10). If your needs are higher, we advise you to use the services at Bureau en gros, a store located nearby in Central Station.

Bureau en gros – Gare centrale

895 De la Gauchetière St. W.

Montreal, Québec H3B 4G1

Tel.: 514-879-1515

Business hours: Monday to Friday, 7 a.m. to 7 p.m.

13.13 Exclusive products – non-alcoholic beverages

During your event, you must abide by our exclusive product agreement with Pepsi Cola. Neither hosts nor guests may bring, receive, deliver or consume beverages other than Pepsi products in the rental spaces.

13.14 Surplus food donations

As part of our commitment to sustainable development, the Conference Centre encourages renters to redistribute surplus food to organizations that help people in need.

With your permission, the Conference Centre will contact [La Maison du Père](#), an organization that works with homeless people in Montreal, and offer them the surplus food from your event. This service is available to you free of charge.

13.15 SOCAN fees

SOCAN fees are included with the space rental. SOCAN is the Society of Composers, Authors and Music Publishers of Canada. This organization administers and manages the performing rights for the musical works of its members and members of affiliated international organizations by issuing licenses for the use of their music in Canada.

13.16 Advertising material and the use of trademarks

All posters or advertisements displayed in the building and any reference to the Lessor or the Rental Spaces in advertising material must be approved by the Lessor prior to its posting or publication. Under no circumstances may the Renter record, reproduce or otherwise use the name of the Building or the Lessor, elements that could identify the Building or the Lessor, or trademarks or other intellectual property related to the Building or Lessor, without express consent from the Lessor.

In advertising or informative material distributed to guests, the Host may not promote services that come into competition with the services offered by the Lessor in the Building, including, but not limited to, parking.