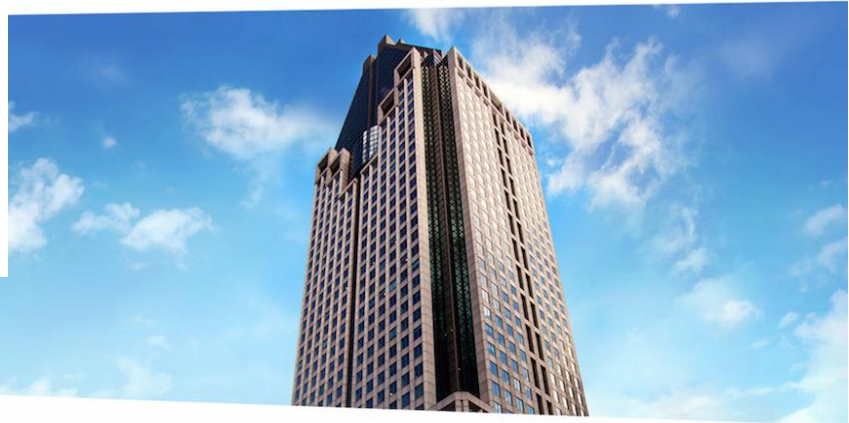




LE  
1000



## Le Hall – 1000 De La Gauchetière Client Guide



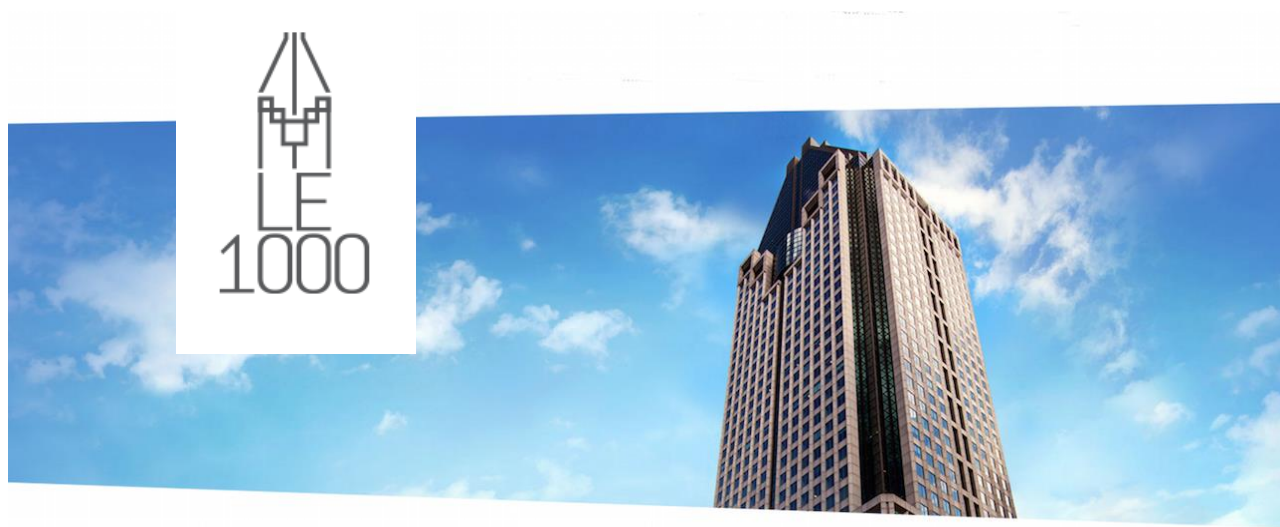
Le 1000 De La Gauchetière is property of:



## Table of Contents

1	Welcome.....	4
2	Access.....	4
3	Le Hall – Specifications and Capacity .....	6
4	Coordinating Your Event .....	6
5	Deposit and Billing .....	7
6	Inclusions.....	7
7	Parking.....	7
7.1	Access.....	7
7.2	Rates and informations.....	7
8	Coat check .....	7
9	Environmentally Responsible Events.....	7
10	Caterers .....	8
10.1	Accredited caterers.....	8
10.2	Other caterers and usage fees .....	8
10.3	Work space for caterers.....	9
11	Security .....	9
12	Electricity.....	9
12.1	Electrical access .....	9
12.1.1	Le Hall – East .....	9
12.1.2	Le Hall – West.....	9
13	Use of Facilities and General Information .....	9
13.1	Room set-up.....	9
13.2	Hanging displays.....	9
13.3	Posters and signs.....	10
13.4	Medical assistance.....	10
13.5	Insurance .....	10
13.6	Storage.....	10
13.7	Non-smoking environment .....	10
13.8	Suppliers and deliveries .....	10
13.8.1	Loading dock.....	10
13.8.2	List of suppliers and delivery times .....	10
13.9	Automated teller .....	10
13.10	Distinguished guests.....	11
13.11	Advertising material and the use of trademarks .....	11
13.12	Alcohol permits.....	11
13.13	Exclusive products – non-alcoholic beverages .....	11
13.14	Surplus food donations.....	11

<b>14</b>	<b>Fire Prevention</b>	<b>12</b>
14.1	Cooking devices	12
14.1.1	Indoor	12
14.2	Candles	12
14.3	Storing boxes and products	12
14.4	Electrical equipment	12
14.5	Open flames	12
14.6	Propane gas	13
14.7	Compressed gas	13
14.8	Smoke machines	13
14.9	Decorative materials	13
14.9.1	Construction	13
14.9.2	Decorations	13
14.9.3	Procedure for testing fireproof finishings	13
14.9.4	Trees	14
14.9.5	Prohibited materials	14



## 1 Welcome

You have chosen a prestigious building for your event and a bright, spectacular venue for large-scale events. We're confident that Le Hall 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.

## 2 Access

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

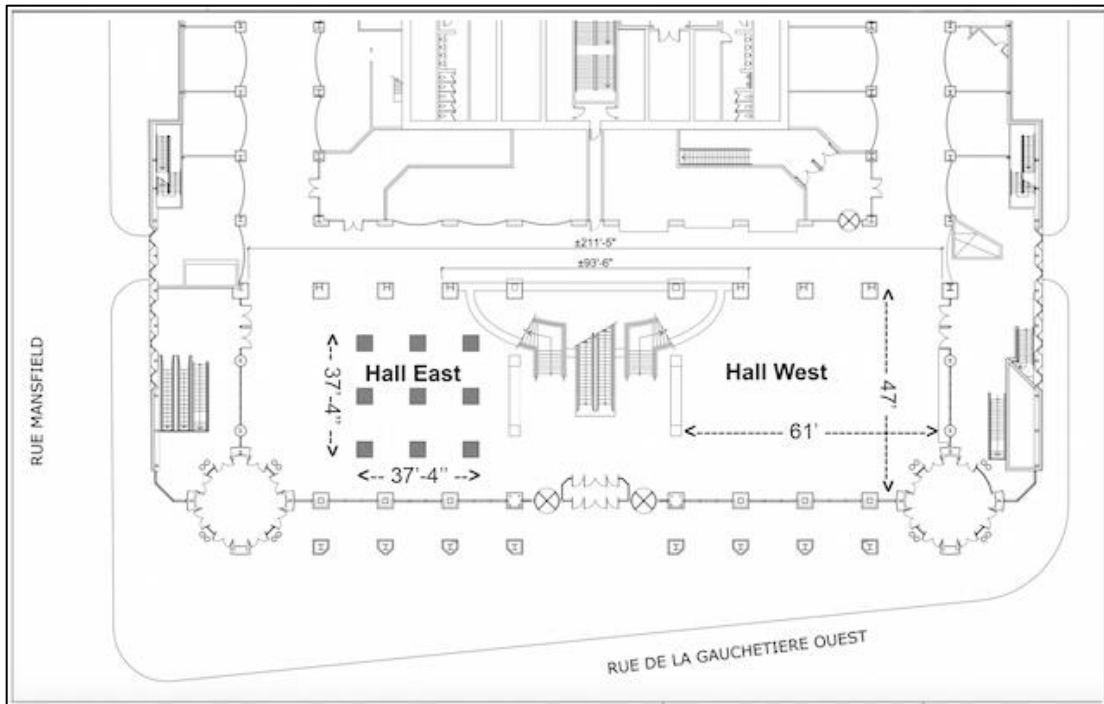
**Our address:**

1000 De La Gauchetière St. W  
Montreal, Quebec  
H3B 4W5

Mode of transportation	Access
<b>Metro (Subway)</b> 	<p>The building connects directly to Bonaventure Metro Station (Line 2 – Orange). From the station, simply follow the signs leading to Le 1000.</p>
<b>Bus</b> 	<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). <a href="http://www.stm.info">www.stm.info</a></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. <a href="http://www.amt.qc.ca">www.amt.qc.ca</a></p>
<b>Suburban train</b> 	<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). <a href="http://www.atm.qc.ca">www.atm.qc.ca</a></p>
<b>Car</b> 	<p><b>Driving from the east:</b> Take the Ville-Marie Expressway to the University exit, then take Mansfield Street to De La Gauchetière Street.</p> <p><b>Driving from the west:</b> Take the Ville-Marie Expwy to the Montagne/St-Jacques exit, then go north up De la Montagne St. Turn right at Saint-Antoine, then left onto Mansfield St. Follow Mansfield till De La Gauchetière St.</p> <p><b>Driving from the South Shore:</b> Take the Champlain Bridge, and then the Bonaventure Expwy up to University St. Turn left on De La Gauchetière.</p> <p><b>Driving from the North Shore:</b> 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>
<b>Personal bicycle</b> 	<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>
<b>Reduced mobility</b> 	<p>The building is accessible for people with reduced mobility:</p> <ul style="list-style-type: none"> <li>• Automatic doors in the main entrance;</li> <li>• Elevators for accessing the tower;</li> <li>• Additional elevator leading to the food court located slightly above ground level;</li> <li>• Public bathrooms with accessible stalls;</li> <li>• Ramp in Level P3 of the parking garage.</li> </ul>
<b>BIXI</b>	<p>BIXI is Montreal’s public bicycle service. It is available for use 24/7 from April through to November. User fees apply. <a href="http://www.bixi.com">www.bixi.com</a></p>
<b>Communauto</b>	<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. <a href="http://www.communauto.com">www.communauto.com</a></p>

### 3 Le Hall – Specifications and Capacity

Le Hall is divided into two distinct event spaces: East Hall and West Hall.



Room	Size + surface area	Banquet	Cocktail
Le Hall – East	61' X 47' 3000 sq. ft.	n/a	250
Le Hall – West	61' X 47' 3000 sq. ft.	200	300
Le Hall – East and West	Size 6000 sq. ft.	200	550

### 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.

**Melanie Barnes**, Reservations and Events Agent  
 Tel.: 514-395-4800, Email: [conferences.le1000@groupepetra.com](mailto:conferences.le1000@groupepetra.com)

## 5 Deposit and Billing

- **Deposit:** A \$500 deposit is required at the time the contract is signed. Deposits are non-refundable, even if the event is cancelled.
- **Balance:** 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

Your rental of Le Hall includes the following:

- Coordination of services offered by Le 1000
- Reception table(s) and chair(s)
- Housekeeping before and after the event

## 7 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.

### 7.1 Access

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

### 7.2 Rates and information

\$23.00/day  
\$6.00/30 mins.

Indigo  
Tel.: 514-395-4821

## 8 Coat check

Coat check service is available for your event (including equipment and staff). An additional fee will be charged for this service.

## 9 Environmentally Responsible Events

Le 1000 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](#).

## 10 Caterers

### 10.1 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 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="358 730 711 806"><b>La Brigade volante</b> traiteur marché gourmand par Benoit Hogue</p>	<p data-bbox="1016 636 1317 730"><b>La Brigade volante</b> info@brigadevolante.com 514-564-3900</p> <p data-bbox="1016 762 1317 793"><a href="http://www.brigadevolante.com">www.brigadevolante.com</a></p>
 <p data-bbox="370 905 686 989"><b>DANSEREAU</b> TRAITEUR</p>	<p data-bbox="980 852 1352 947"><b>Dansereau Traiteur</b> traiteur@dansereautraiteur.com 514-735-6107</p> <p data-bbox="1000 982 1333 1014"><a href="http://www.dansereautraiteur.com">www.dansereautraiteur.com</a></p>
 <p data-bbox="280 1087 808 1192"><i>Francis Beaulieu</i> — T R A I T E U R —</p>	<p data-bbox="976 1073 1357 1167"><b>Francis Beaulieu Traiteur</b> info@francisbeaulieutraiteur.com 514-727-0111</p> <p data-bbox="976 1203 1357 1234"><a href="http://www.francisbeaulieutraiteur.com">www.francisbeaulieutraiteur.com</a></p>
 <p data-bbox="418 1423 610 1436">TRAITEURS · CATERING</p>	<p data-bbox="1019 1291 1312 1386"><b>Maître &amp; Chef Traiteurs</b> info@maitre-et-chef.com 514-938-9398</p> <p data-bbox="1023 1421 1308 1453"><a href="http://www.maitre-et-chef.com">www.maitre-et-chef.com</a></p>

### 10.2 Other caterers and usage fees

Renters may choose to use a caterer that is not on our list of accredited caterers. However, a usage fee is required for food and bar services:

- 10% on the cost of food catering (products and services); and
- 15% on the cost of bar service (products and services); or
- \$4.00 per person if the Renter (or the Renter's client) has a sponsor for alcoholic beverages and plans on serving these beverages free of charge.



You must let us know which caterer or bar service you've hired at least 5 business days before the event is scheduled to take place. Within 15 days of the event, the Host must provide the Lessor a copy of the final bills and support documents (when applicable) indicating the cost of food and bar services (products and services).

### 10.3 Work space for caterers

A work space near the Rental Space is available for your caterer to prepare their products.

## 11 Security

Le 1000 has its own security team. Security guards are required for all events. The number of guards required depends on the type and size of the event.

## 12 Electricity

The building's electrical representative will provide the Renter with access to a 600 V – 120 V transformer to supply power to the event. The transformer is located near the central entrance on the left side of the building.

### 12.1 Electrical access

#### 12.1.1 Le Hall – East

- Electrical panel/600 V – 120 V transformer: Located at the building's entrance, at the first column on the left

#### 12.1.2 Le Hall – West

- 6 outlets (20 Amps 120 V): Located behind the southwest columns
- 9 outlets (15 Amps 120 V): Located in the middle of the space, with one outlet in each floor plate

Additional electrical fees may apply, depending on the event type.

## 13 Use of Facilities and General Information

### 13.1 Room set-up

The Host is responsible for setting up the Rental Space (decorations, rental of tables and chairs and other accessories). The Renter must submit floor plans to the Reservation and Event Agent for approval **at least 5 business days prior to the event**.

### 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 Le 1000 and ensure that they comply with Fire Department regulations. No decorations may be posted, suspended,

hung or affixed without prior written consent from le 1000. 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.

### **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 Insurance**

At least 5 days prior to the event, the Renter must provide the Lessor a copy of an insurance certificate confirming that the Renter has civil liability insurance covering all acts for which the Renter may be held responsible, the Rental Space and the material goods within it. The insurance policy must cover at least \$5 million for each separate event or for any amount greater than what the Lessor could reasonably request. The insurance contract must designate the Lessor as an additional insured.

### **13.6 Storage**

The building does not have a separate storage area for Le Hall renters. Therefore, all materials required for your event must be stored in the Rental Space.

### **13.7 Non-smoking environment**

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

### **13.8 Suppliers and deliveries**

#### **13.8.1 Loading dock**

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.).

#### **13.8.2 List of suppliers and delivery times**

The Renter agrees to provide the Lessor the list of all suppliers that will be used during the event, a copy of contracts signed with caterers or suppliers, the time and date of any deliveries scheduled to arrive at the building's loading dock and the names of any sub-contractors whose services have been retained by the Renter. This list must be sent by email to [conferences.le1000@groupepetra.com](mailto:conferences.le1000@groupepetra.com) **at least 10 business days prior to the event.**

### **13.9 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.

### 13.10 Distinguished guests

Renters must inform Le 1000 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.

### 13.11 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.

### 13.12 Alcohol permits

The building does not hold a permit to serve or sell alcohol. The Host is responsible for obtaining a permit for serving or selling alcohol at the event and assumes all costs associated with obtaining the permit. A copy of the alcohol permit must be submitted to the Reservations and Event Agent **at least five business days prior to the event**. Only authorized caterers may serve alcoholic beverages in Le Hall. 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

[Demande de permis d'alcool](#)

### 13.13 Exclusive products – non-alcoholic beverages

During your event, you must abide by or ensure your caterer abides by the exclusive product agreement we have signed with Pepsi Bottling Group (Canada) (Pepsi). 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, Le 1000 encourages renters to redistribute surplus food to organizations that help people in need.

With your permission, the Reservations and Event Agent 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.

## 14 Fire Prevention

### 14.1 Cooking devices

#### 14.1.1 Indoor

- Only electric cooking devices and food warmers that use Sterno-type fuel are accepted.
- Cooking surfaces may not exceed 0.19 m<sup>2</sup> (288 sq. in.).
- Cooking devices must be placed on a flameproof surface.
- Cooking devices must be installed at least (1.2 m (4 ft.)) from visitors and 0.6 m (2 ft.) from flammable materials or other cooking devices.
- Open fryers are not accepted. Only fryers with tight-fitting covers are accepted. If you intend to use a fryer, the model must first be presented for approval.
- Portable cooking devices that use wood charcoal, gas, propane or butane may not be used indoors.
- Devices used to flambé foods or beverages or to heat dishes may only be refuelled with combustible materials outside the area where guests are served, away from all sources of flame and over a fireproof surface without a carpet (such as concrete).
- A 40B:C extinguisher must be available near each cooking device.

### 14.2 Candles

- Before using candles or paraffin lamps, you must first request approval from the Event Agent.
- If accepted, they must be installed on non-flammable (non-floating) holders and placed inside a receptacle or chandelier that is ideally 3.8 cm (1.5 in.) higher than the flame to ensure that the flame does not accidentally come into contact with flammable materials (tablecloths, etc.).
- The use of vegetable oil to fuel a flame is prohibited.

### 14.3 Storing boxes and products

- Boxes, cases and other flammable materials must be stored in a room with a minimum of two (2) hours of fire resistance in a non-combustible building.
- Products kept in booths during exhibitions must be limited to the amount intended for sale in a single day.
- Storage is not permitted behind or between booths.

### 14.4 Electrical equipment

The use of the building's electrical infrastructure or any temporary connections must be approved and supervised.

### 14.5 Open flames

Unless a provision is in place to eliminate all risk of fire or explosion, it is prohibited to produce open flames, sparks or heat using a device or during an activity. The control measure must be submitted to the Event Agent.

## 14.6 Propane gas

It is not permitted to use or store propane gas tanks inside the building.

## 14.7 Compressed gas

- Compressed gas cylinders used inside the building must be safely secured to prevent them from falling.
- It is prohibited to place gas cylinders or tanks in exits, hallways leading to exits, under the emergency outdoor stairwell or within one metre of an exit.
- Cylinders containing compressed gas must be protected from mechanical damage and be stored in a secure container designed to store them safely.

## 14.8 Smoke machines

- Only water-based machines are allowed.
- The use of fog or smoke machines during public assemblies can set off smoke detectors or reduce visibility around exits. Before the machines are used, the specific area must first be assessed by Security to ensure that fire alarms are not accidentally set off and that visibility is not reduced around exits.

## 14.9 Decorative materials

### 14.9.1 Construction

- Wood constructions must have a nominal thickness greater than 0.6 cm (1/4 in.) or be coated in fire-retardant paint that complies with standard CAN/ULC-S102-M.
- Only materials with a flame spread classification equal to or under 150 may be used to build booths (e.g., wood, certified plywood).
- Polypropylene (coroplast) and polystyrene (styrofoam) may not be used to build or decorate booths.

### 14.9.2 Decorations

- Only fabric that is fireproof or that has been treated with a fireproof finishing (certificate required) will be accepted.
- The Fire Prevention Department reserves the right to carry out match flame tests as indicated in the standard NFPA-701 (*Fire Tests for Flame-Resistant Textiles and Films*) to ensure the fireproof treatment continues to be effective.
- When used for decoration or display, the following materials must be treated with a fireproof finishing and comply with standard CAN/ULC-S109-M: flowers, paper, tissue, cotton batting, styrofoam, bamboo or wood fibre, plastic materials, carpets and rugs

### 14.9.3 Procedure for testing fireproof finishings

- Hold the item in vertical position and apply a flame at its bottom for at least 12 seconds. If the fireproofing is sufficient, the item should not continue to burn for more than 2 seconds once the flame is removed.

#### **14.9.4 Trees**

- Decorations made from trees such as fir, pine, spruce, birch (or other) or their branches are prohibited. Nitrocellulose trees are also prohibited.
- Living trees are accepted only if they are potted with their roots and watered every day.

#### **14.9.5 Prohibited materials**

- The following materials are prohibited: fabric made of cellulose acetate, jute, no-seam paper, undulated cardboard, hay, shredded cloth, packing foam, sonotube, peat and coroplast.