



Boardroom Information



We are Located at:

3 Concorde Gate
Toronto, Ontario
M3C 3N7
416-426-7000

Hours of Operation:

Open 7 Days A Week
Monday – Friday 8:30am – 11:00pm
Saturday & Sunday 8:30am – 6:00pm
Closed on Holidays

Contact us at:

boardrooms@sportalliance.com
Visit us at: www.sportalliance.com

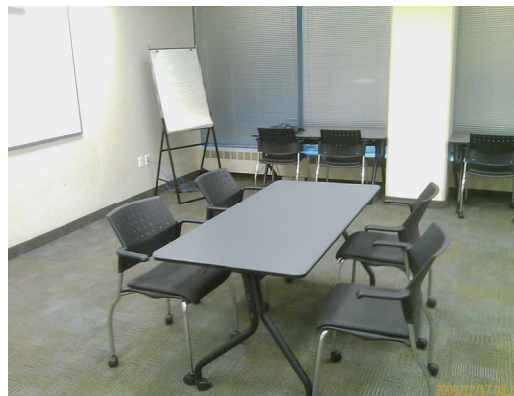
SAO Boardrooms

Frequently Asked Questions.....

Who can book a boardroom?
Anyone.

Our rooms may be configured to accommodate small groups, i.e. 2-4 people.

How do I book a boardroom?
During Regular Business Hours,
email Facility Services boardrooms@sportalliance.com
or contact us at 416.426.7000



Who do I call if we need help?
During Regular Business Hours 416-426-7000
After Hours / Weekends 416-891-4990

What information is needed when booking a room?
Date
Time (from start to finish)
How Many People In Attendance
Any Special Room Configurations
Any Equipment Needed

How does the billing work?
There are two options:
Option 1) Prepayment (Visa / MasterCard)
Option 2) Monthly invoicing (if you have an account with us)
If you would like to have an account set up, please contact us.

Where are the washrooms located?
There are two men's and women's washrooms on the ground floor of Building 3. For locations, please refer to the floor plan on pages 13 & 14.

Is catering service available?
Yes, we have two on-site companies (or you can arrange catering from elsewhere)

Delimark Café – 416-642-0406
Contact: Anthony Papanastos - apapanastos@sympatico.ca
Location: 12 Concorde Place – Main Floor
Cafeteria Hours - Monday thru Friday 7:00 a.m. – 4:00 p.m.
Accepting Interac, VISA and MasterCard
Weekend Catering Services Available

Druxy's – 416-385-1151
Contact: Sheila Gao – sheila089@druxy.com
Location: 3 Concorde Place – Main Floor
Cafeteria Hours - Monday thru Friday 7:00 a.m. – 5:00 p.m.
Accepting Interac, VISA and MasterCard
Weekend Catering Services Available – orders must be in before 3:00 p.m. on Thursday for the weekend

When can I have access to the boardroom to do my own set-up/configuration?
We suggest you book additional time (½ hr before and ½ hr after your meeting)

Is this information booklet available on-line?
Yes - visit us at www.sportalliance.com or contact Facility Services at 416.426.7000

Rates

PSRO & MSO

Commercial
Clients

Main Level	Telephone Extension	Capacity	Standard Configuration	Day 8:30am—5pm No Charge	Evening 5pm—11pm Flat Rate	Sat. or Sun. 8:30am—6pm Flat Rate	Per Hour
Lobby	7015	14 People 453 sq. ft.	Boardroom	N/C	\$60	\$60	\$60
1 (Dr. Gene Sutton Rm.)	7138	20 People 453 sq. ft.	Classroom	N/C	\$55	\$55	\$55
2	7193	20 People 453 sq. ft.	Hollow Square	N/C	\$55	\$55	\$55
3	7119	36 People 850 sq. ft.	U—Shaped	N/C	\$60	\$60	\$60
4	7213	26 People 566 sq. ft.	Hollow Square	N/C	\$55	\$55	\$55
3 & 4 Combined		115 People 1,416 sq. ft.	As Requested	N/C	\$115	\$115	\$115
5 (The Lunch-room)		24 People 336 sq. ft.	Lunchroom	Not Available	\$50	\$50	\$50

Lobby Boardroom

416-426-7015

Room Features:

- Dimensions 19.8 x 22.9 = 453 sq. ft.
- High Speed Internet
- Conference Phone
- Pull Down Screen
- White Board
- One Flip Chart

Boardroom 14—16 People

(Only Configuration)



Lobby Boardroom

Dr. Gene Sutton Room

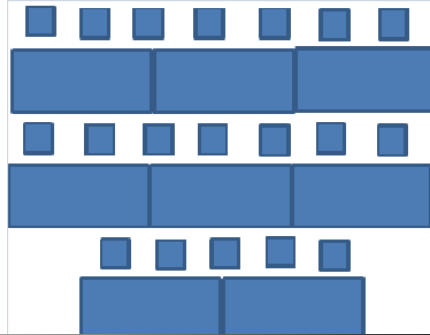
Room Features:

416-426-7138

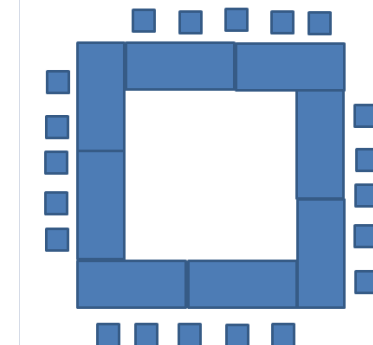
- Dimensions 19.8 x 22.9 = 453 sq. ft.
- High Speed Internet
- Conference Phone
- Pull Down Screen
- White Board
- One Flip Chart

Classroom - 20 People

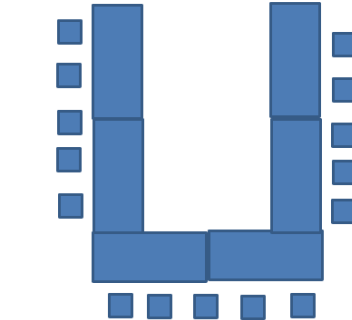
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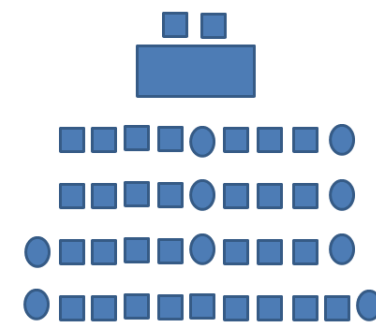
Hollow Square - 20 People



U-Shaped - 14 People



Theatre - 40 People



Boardroom 1

Boardroom 2

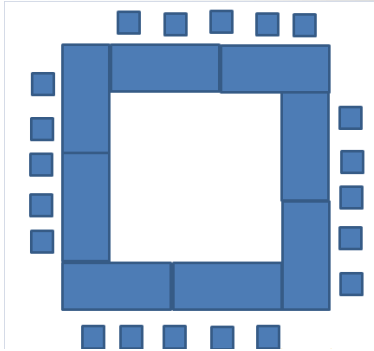
Room Features:

416-426-7193

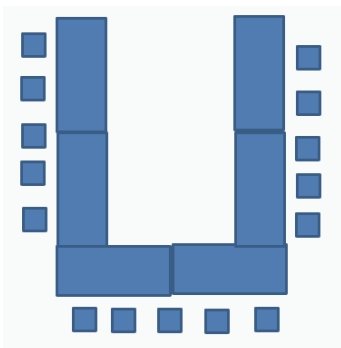
- Dimensions 19.8 x 22.9 = 453 sq. ft.
- High Speed Internet
- Conference Phone
- Pull Down Screen
- White Board
- One Flip Chart

Hollow Square - 20 People

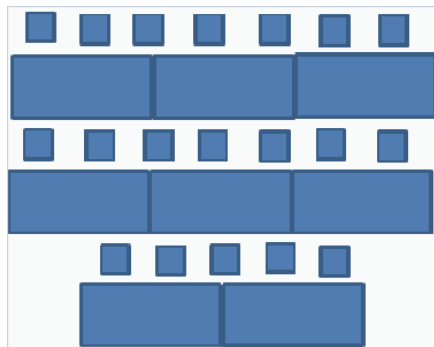
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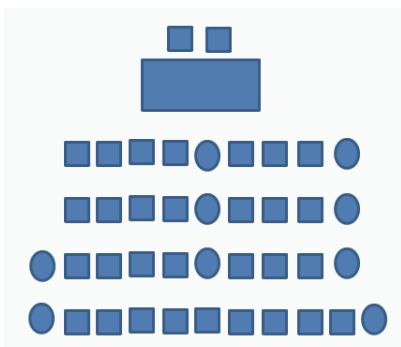
U-Shaped - 14 People



Classroom - 20 People



Theatre - 40 People



Boardroom 2

Boardroom 3

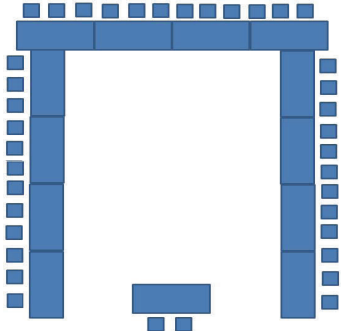
Room Features:

416-426-7119

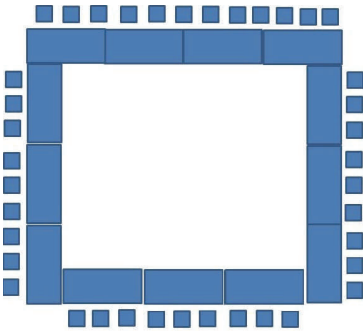
- Dimensions 27.6 x 30.8 = 850 sq. ft.
- Conference Phone
- White Board
- High Speed Internet
- Pull Down Screen
- One Flip Chart

U-Shaped - 36 People

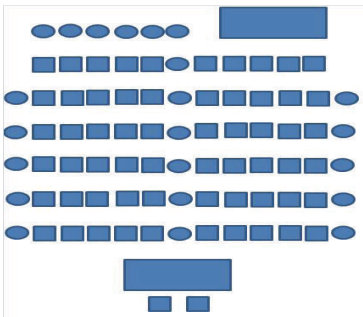
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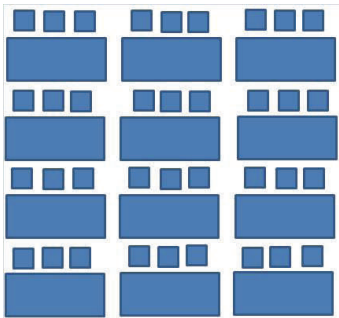
Hollow Square - 39 People



Classroom - 36 People



Theatre - 82 People



Boardroom 3

Boardroom 4

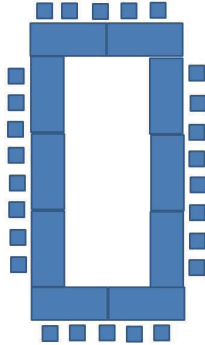
Room Features:

416-426-7213

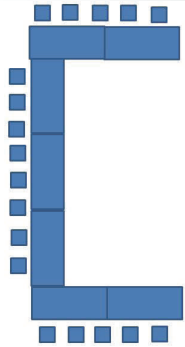
- Dimensions 18.4 x 30.8 = 566 sq. ft.
- High Speed Internet
- Conference Phone
- Pull Down Screen
- White Board
- One Flip Chart

Hollow Square - 26 People

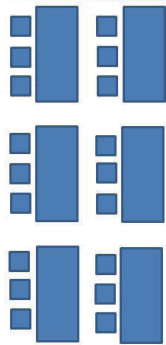
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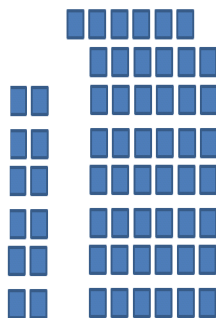
U-Shaped - 18 People



Classroom - 24 People



Theatre - 50 People (with food table) 60 People (without food table)



Boardroom 4

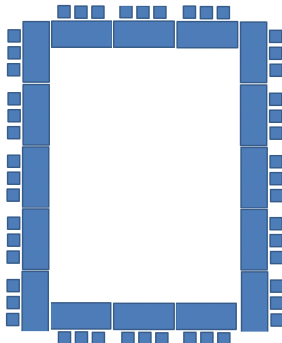
Boardroom 3- 4 Combined

Room Features:

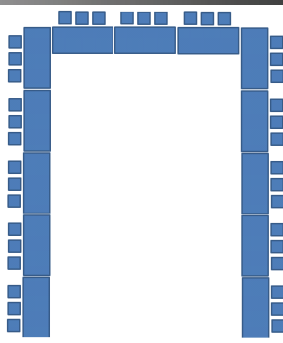
416-426-7119 416-426-7213

- Dimensions 46 x 30.8 = 1,416 sq. ft.
- High Speed Internet
- Conference Phone
- Pull Down Screen
- White Board
- One Flip Chart

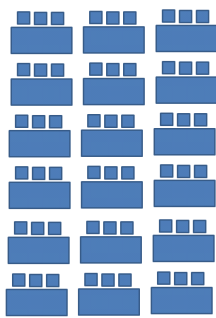
Hollow Square - 48 People



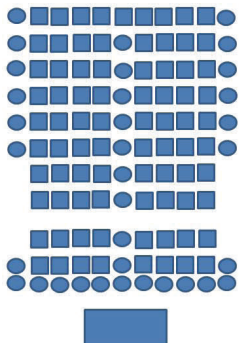
U-Shaped - 39 People



Classroom - 54 People



Theatre - 115 People



Boardroom 3-4 Combined

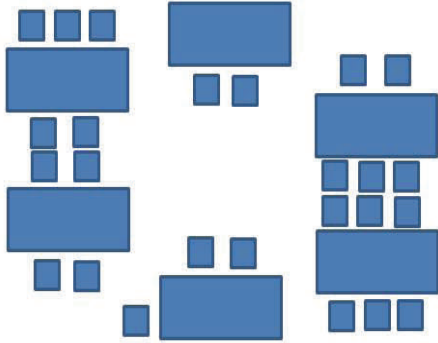
The Lunchroom

Room Features:

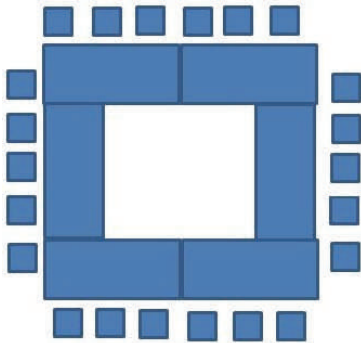
- Dimensions 18.3 x 18.4 = 336 sq. ft.
- High Speed Internet
- Cable T.V.
- One Flip Chart

Lunchroom - 24 People

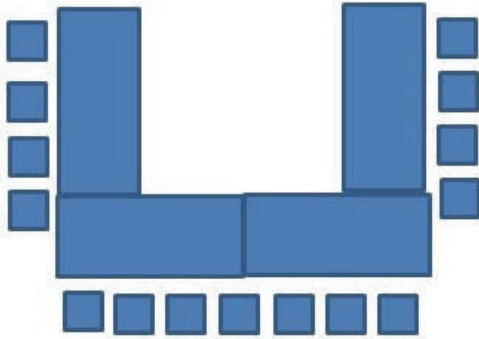
(Standard Configuration)



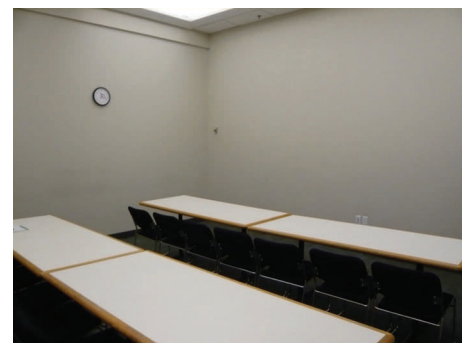
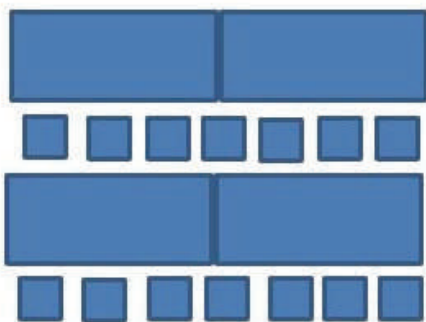
Hollow Square - 22 People



U-Shaped - 15 People



Classroom - 14 People



SAO Audio/Video Equipment Loan Program

Audio and Video capability is an essential ingredient of virtually every meeting. Included in the rental fee is the use of flipcharts, whiteboards & screens (1 per room). Other basic equipment is also available upon request on a first come first served basis. The SAO can also arrange to have additional equipment ordered (outsourced) to meet all your conferencing needs. Fees may vary depending on the equipment required.

Any A/V equipment required must be requested at the time of booking or with a minimum of 1 business day advance notice. Any damages to the equipment will be charged back to the user.

To book A/V Equipment please contact Facility Services @ 416-426-7000 Monday to Friday 8:30am to 4:30pm.

Equipment List

- 2 – 19" TV/DVD/VCR units
- 1 – 19" TV/VCR unit
- 1 – 27" TV/VCR unit
- 2 – Easels
- 10 – Flipcharts
- 3 – Laptops
- 4 – LCD Projectors
- 3 – Conference Phones
- 5 – Overhead Projectors
- 1 – Portable Overhead Projector
- 1 – Podium/Mike/Speaker System
- 2 – Portable Projection Screens (5' x 5')



SAO Boardroom

Terms and Conditions

CANCELLATION

No verbal cancellations will be accepted. If your booking is not cancelled with a minimum of 1 business day advance notice, you will be charged for the boardroom. (Note: for PSRO/MSO there is no charge during regular hours.) Cancellations must be directed to boardrooms@sportalliance.com.

ROOM SET-UP

Special set-ups or configurations must be requested at the time of booking or with a minimum of 1 business day advance notice. A \$40 set-up and \$40 reconfiguration fee totaling \$80.00 will be applicable in addition to your boardroom rental. Clients are welcome to reconfigure the rooms themselves at no charge, However, the SAO must be notified in advance if you are reconfiguring your own room so you won't be invoiced. The room must be put back into its original configuration or a reconfiguration fee will be applicable.

FURNITURE

Please do not remove or add any furniture from other boardrooms. Additional furniture must be requested at the time of booking. Clients are expected to leave the rooms in a reasonably clean manner. If rooms are found unreasonably dirty or if furniture has been moved or damaged, a penalty fee will be charged accordingly based on the estimated damage.

WALLS

NO tape or attachments to walls, drapes or venetian blinds are allowed. Any damage resulting from this abuse or any other abuse will be invoiced to the user.

CARPETS

Please try to avoid food and beverage spills. If a spill occurs, the user is responsible to report it immediately to the Lobby Receptionist. If spills are not reported, stains will set in. The user will be charged for the cleaning cost.

LOSS OR DAMAGE

SAO shall not assume any responsibility for the damage or loss of any merchandise and/or personal items on the SAO premises prior to, during or after your function. The user is responsible for any loss or damage to SAO premises and/or equipment and will be invoiced for the same should loss or damage occur.

AUDIO/VIDEO

Any A/V equipment required must be requested at the time of booking or with a minimum of 1 business day advance notice. Any damages to the equipment will be charged back to the user.

SECURITY

Clients noticing any hazards or suspicious visitors after hours should contact Security immediately. Security is on-site 24/7. Call 416-445-2668 or Facility Services 416-426-7048.

LIQUOR LICENSE PROCESS AND FORMS

Step 1: Prior approval must be obtained from Facility Services by filling out a Liquor Request Form.

Step 2: Prior to any event, a "Special Occasion Permit" (SOP) must be obtained from any LCBO store, any time liquor is served at one of your events being held on the premises. Application forms can be obtained from Facility Services, Suite 101.

Step 3: A copy of all Licenses must be submitted along with the approval request form to Facility Services. SAO provides Crown and Security with a copy of the approved documentation. Licenses must be displayed next to the liquor in your meeting area at all times during the event.

Visitor Parking Concorde Complex

Visitors to the Concorde Complex have 5 visitor parking options to choose from. A map, showing the locations/rates and highlighting each parking area, is shown on the next page. PSRO's & MSO's are extended further visitor parking discounts—please contact Facility Services at 416-426-7000 for more information.

Discounted Visitor Parking Options for Sport Organizations

- Vouchers for Lot B** must be pre-purchased through the SAO. Vouchers are to be date stamped and signed by Security. Once this has been completed, the guest must display the voucher from their rear-view mirror. If vouchers are displayed without the date stamp or with the blank side showing, the vehicle is subject to tagging and towing at the owner's expense. Another option is to have vouchers pre-stamped and pre-signed prior to distributing to your visitors. Vouchers are valid only once, stamped with the correct date. When ordering your vouchers through the SAO, please indicate quantity desired and if you would like your vouchers pre-stamped/signed. SAO will be invoiced monthly from Crown for the amount ordered. In turn, we will invoice your Organization for the total number of vouchers requested, even if they haven't all been used.
- Weekend and Evening Discounted Visitor Parking Process**
 - During non-business hours, SAO visitors are to check in with security at 1/3 Concorde Gate once they have parked their vehicle in the Main Visitor Parking Lot.
 - Guests will be required to complete the SAO sign-in sheets. Guests must record their vehicle information, the Organization they are visiting and sign the Visitor Parking Form.
 - Crown will invoice SAO monthly based on the guests who have actually signed the Visitor Parking Form. Note – any guest who does not register or sign in with security will run the risk of having their vehicle ticketed and/or towed at their own expense. If your guests do not wish to register with security and wish to park in the visitor parking lot, they MUST purchase a ticket from the meter at the meter rates. SAO will not issue ticket refunds/discounts on behalf of your Organization.
 - Crown/Security/SAO will not accept cash for Visitor Parking. It is the responsibility of the Organization to retrieve the cash from your guests.
 - If your Organization is NOT interested in participating in this option, please notify Facility Services immediately at x7000. SAO will notify Crown (Property Management) and Security immediately upon receipt of your confirmation to avoid any billing.

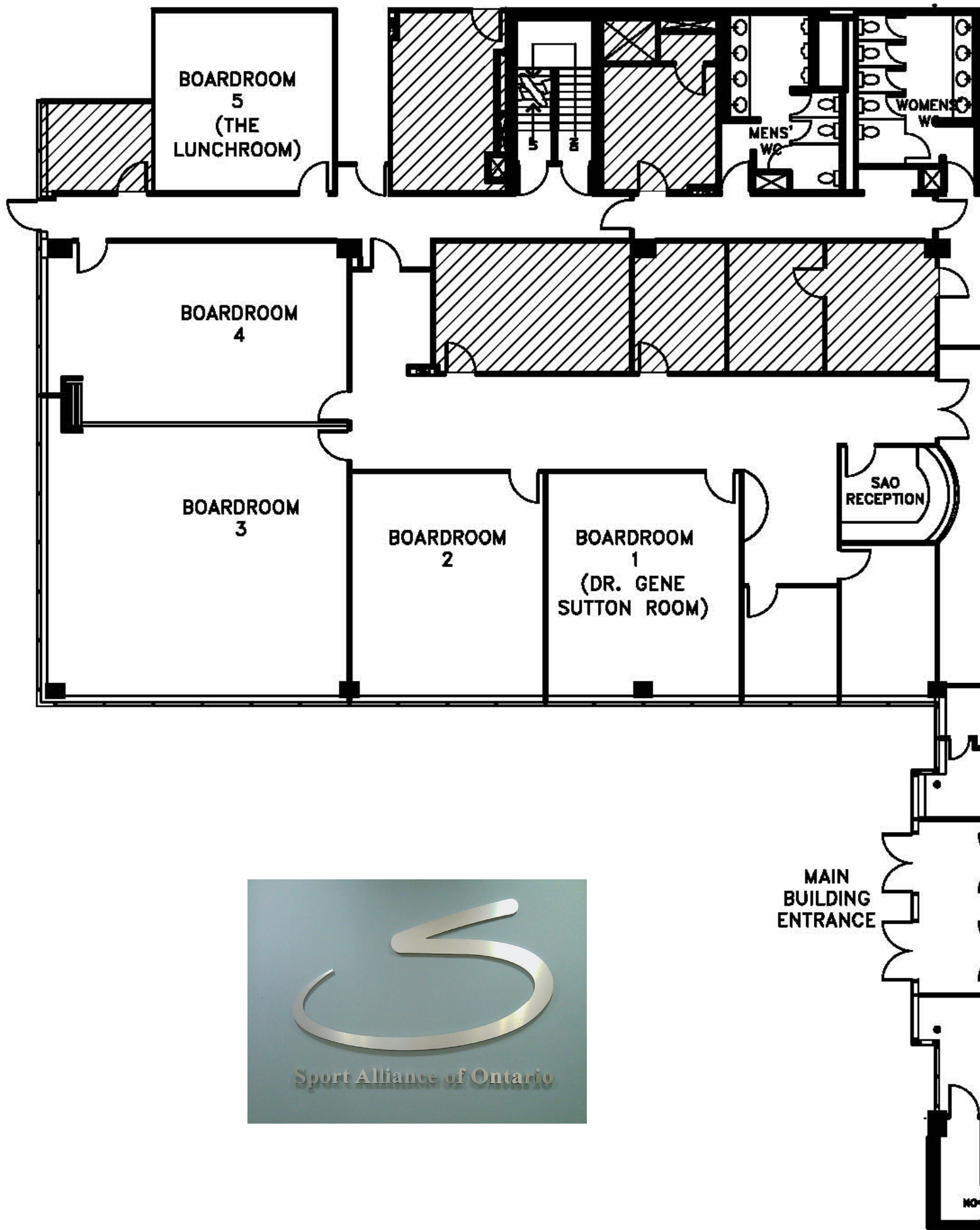
<p><u>Lot A</u> Crown's MAIN visitor parking lot across the street in front of building 3 Daily Flat Rate: \$12.50 per vehicle – 6 a.m. to 6 p.m. Evening/Weekends/Holidays Flat Rate: \$10.50 per vehicle – 6 p.m. to 6 a.m. Hourly Rate: \$5.00 per hour or \$2.50 per ½ hour Number of parking spots: 126 spots</p>	<p><u>Lot B</u> Crown's 2nd visitor parking lot – behind building 12 Daily Flat Rate: \$10.00 per vehicle – 6 a.m. to 6 p.m. Evening/Weekends/Holidays Flat Rate: \$5.00 per vehicle – 6 p.m. to 6 a.m. Hourly Rate: \$5.00 per hour or \$2.50 per ½ hour Number of parking spots: 26 spots</p>
<p><u>Lot C</u> Street Parking – North of Concorde Gate on Concorde Place– west side of the Street Daily Flat Rate (Monday – Saturday): No Parking between 7 a.m. to 9 a.m. No Parking between 4 p.m. to 6 p.m. 8 a.m. to 6 p.m. meter parking Evening/Weekends/Holidays Rate: FREE Parking – 6 p.m. to 8 a.m. & Sunday Hourly Rate: \$5.00 per hour or \$2.50 per ½ hour Number of parking spots: 3 spots</p>	<p><u>Lot D</u> Street Parking – North of Concorde Gate on Concorde Place – east side of the street Daily Flat Rate (Monday – Saturday): Max. 3 hours per day 8 a.m. to 6 p.m. Evening/Weekends/Holidays Rate: FREE Parking – 6 p.m. to 8 a.m. & Sunday Hourly Rate: \$5.00 per hour or \$2.50 per ½ hour Number of parking spots: 3 spots</p>
<p><u>Lot E</u> Street Parking – South of Concorde Gate on Concorde Place – west side of the street Daily Flat Rate (Monday – Saturday): Max. 3 hours per day – 8 a.m. to 6 p.m. Evening/Weekends/Holidays Rate: FREE Parking – 6 p.m. to 8 a.m. & Sunday Hourly Rate: \$5.00 per hour or \$2.50 per ½ hour Number of parking spots: 3 spots</p>	<p><u>Lot E</u> Street Parking – South of Concorde Gate on Concorde Place – west side of the street Daily Flat Rate (Monday – Saturday): Max. 3 hours per day – 8 a.m. to 6 p.m. Evening/Weekends/Holidays Flat Rate: FREE Parking – 6 p.m. to 8 a.m. & Sundays Hourly Rate: \$4.50 per hour or \$2.25 per ½ hour Number of parking spots: 9 spots</p>
<p><u>Lot E</u> Street Parking – South of Concorde Gate on Concorde Place – east side of the street Daily Flat Rate (Monday – Saturday): Max. 3 hours per day – 8 a.m. to 6 p.m. Evening/Weekends/Holidays Flat Rate: FREE Parking – 6 p.m. to 8 a.m. & Sundays Hourly Rate: \$4.50 per hour or \$2.25 per ½ hour Number of parking spots: 12 spots</p>	

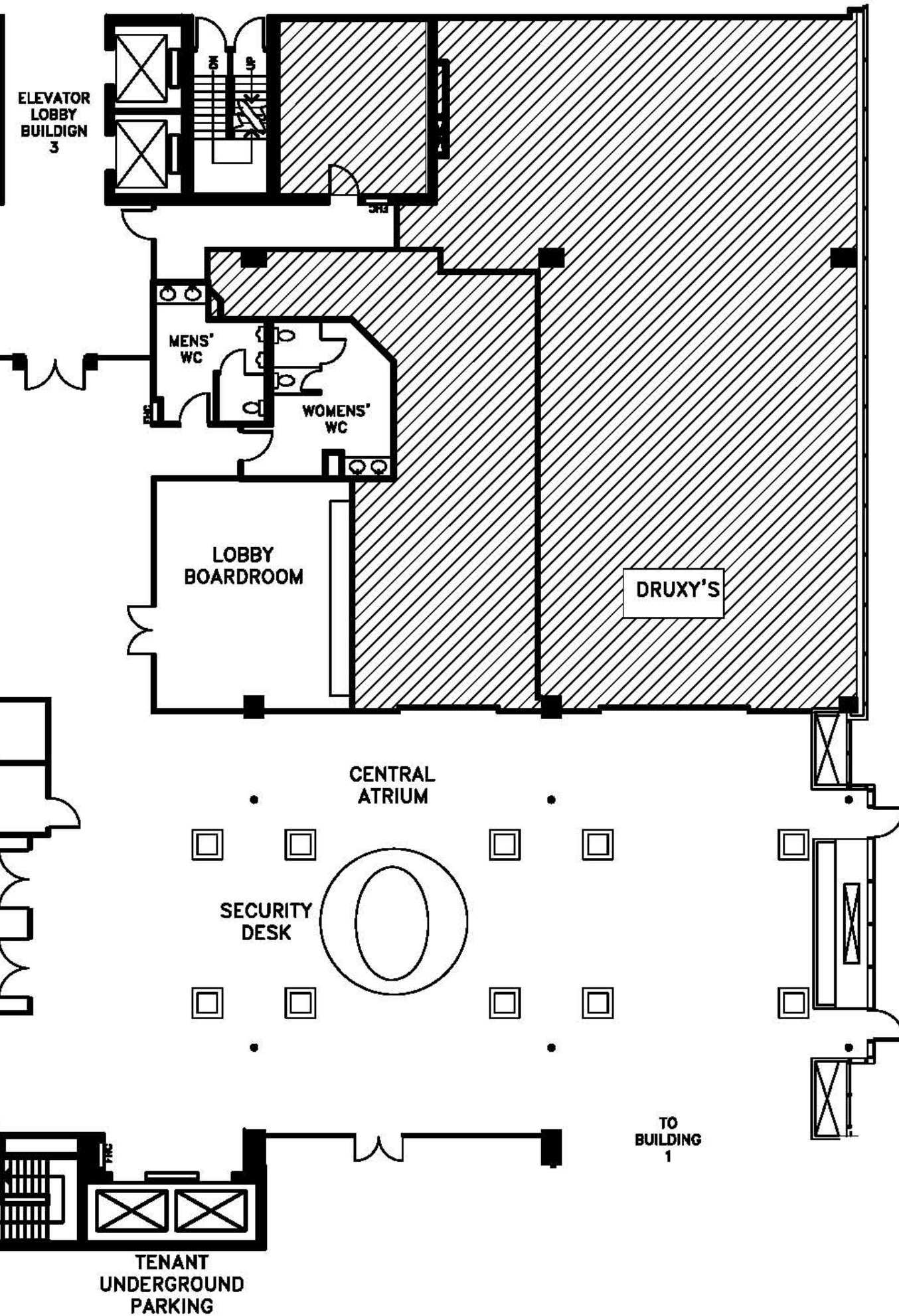
Warning – All metered parking is enforced. Any visitor who has not purchased a ticket from the meter may be subject to a parking ticket and/or may run the risk of having their vehicle towed. The SAO and Crown will not be held responsible for your actions. Please see Security in building 1 or 3 should you experience any problems with the outside meters.



Image © 2009 First Base Solutions

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SAO Facility Floor Plan



Directions to the Sport Alliance of Ontario Building

3 Concorde Gate
Toronto, ON M3C 3N7
Main Tel: (416) 426-7000
Main Fax: (416) 426-7344

FROM THE QEW Don Valley Parkway North - Exit at Eglinton Ave. E.
Take Wynford Dr. ramp toward St. Denis Dr.
Keep right at the fork to go onto Wynford Dr.
Stay straight to go onto Concorde Place
Turn left at Concorde Gate

FROM HWY. 401 Don Valley Parkway South
Exit at Wynford Drive (turn left)
Turn left again at DVP North Ramp
Keep right; turn at Concorde Gate

