



# Conference Room 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](http://www.sportalliance.com)

# SAO Conference Rooms

## Frequently Asked Questions.....

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Who can book a Conference room?  
Anyone

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

How do I book a Conference room?  
During Regular Business Hours,  
email Facility Services [boardrooms@sportalliance.com](mailto: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)

Druxy's – 416-385-1151  
Contact: Sheila Gao– [druxys089@druxys.com](mailto:druxys089@druxys.com)  
Location: 3 Concorde Gate – 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

Delimark Café – 416-642-0406  
Contact: Anthony Papanastos - [apapanastos@sympatico.ca](mailto: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

When can I have access to the conference room 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](http://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	20 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

## Lobby Conference Room

**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 Conference Room

# Dr. Gene Sutton Room

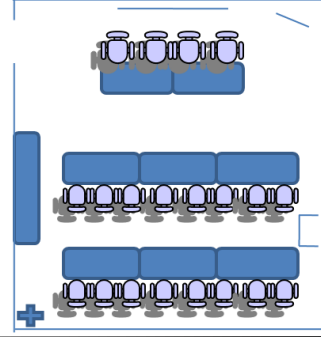
Room Features:

416-426-7138

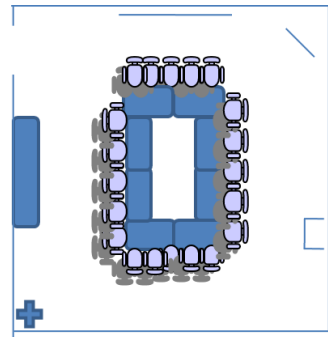
- Dimensions 19.8 x 22.9 = 453 sq. ft.
- High Speed Internet
- Conference Phone
- Pull Down Screen
- White Board
- One Flip Chart

## Classroom - 20 People

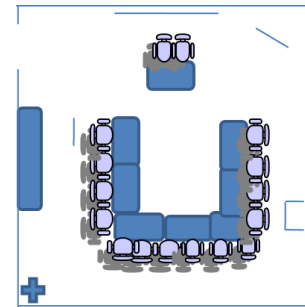
(Standard Configuration)



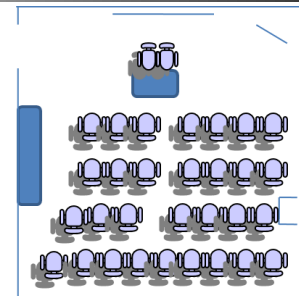
## Hollow Square - 20 People



## U-Shaped - 14 People



## Theatre - 40 People



Conference Room

# Conference Room 2

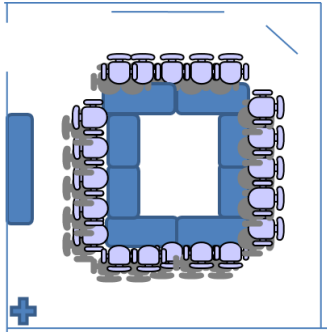
Room Features:

416-426-7193

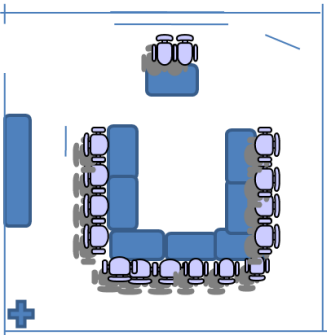
- Dimensions 19.8 x 22.9 = 453 sq. ft.
- High Speed Internet
- Conference Phone
- Pull Down Screen
- White Board
- One Flip Chart

## Hollow Square - 20 People

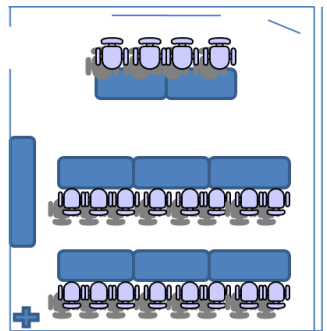
(Standard Configuration)



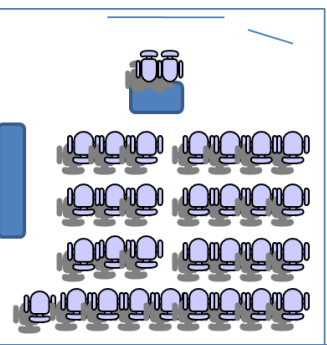
## U-Shaped - 14 People



## Classroom - 20 People



## Theatre - 40 People



Conference Room 2

# Conference Room 3

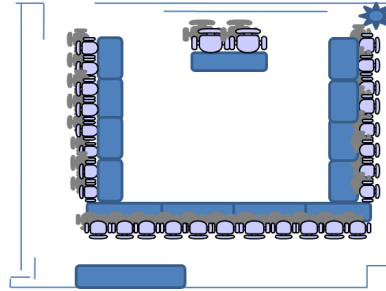
Room Features:

416-426-7119

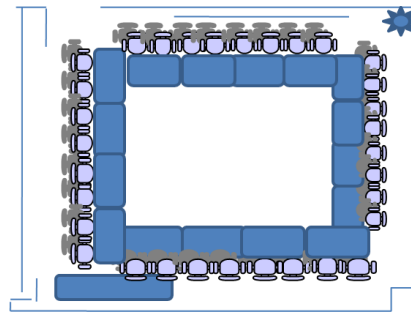
- Dimensions 27.6 x 30.8 = 850 sq. ft.
- High Speed Internet
- Conference Phone
- Pull Down Screen
- White Board
- One Flip Chart

## U-Shaped - 36 People

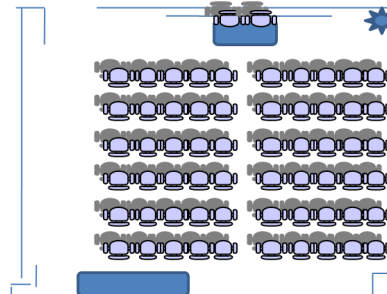
(Standard Configuration)



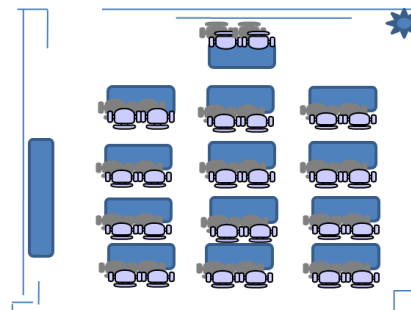
## Hollow Square - 39 People



## Theatre - 82 People



## Classroom - 36 People



Conference Room 3

# Conference Room 4

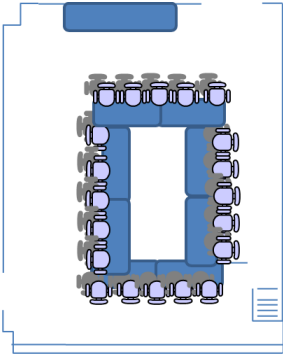
Room Features:

416-426-7213

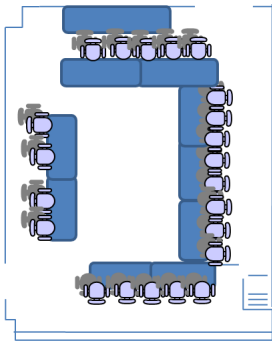
- Dimensions 18.4 x 30.8 = 566 sq. ft.
- High Speed Internet
- Conference Phone
- Pull Down Screen
- White Board
- One Flip Chart

## Hollow Square - 20 People

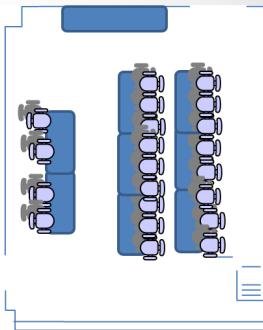
(Standard Configuration)



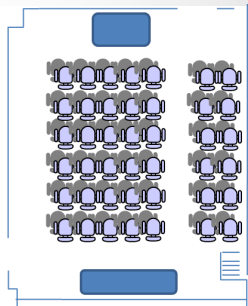
## U-Shaped - 18 People



## Classroom - 24 People



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



Conference Room 4

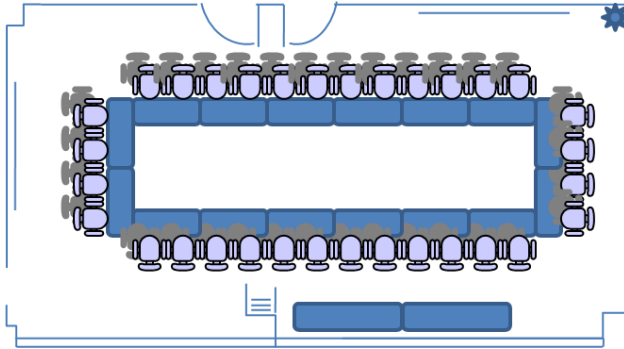
# Conference Room 3- 4 Combined

Room Features:

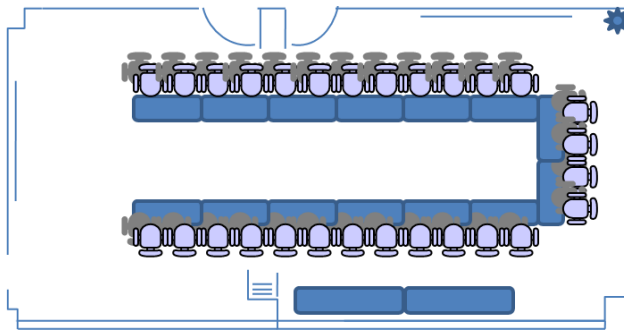
**416-426-7119 416-426-7213**

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

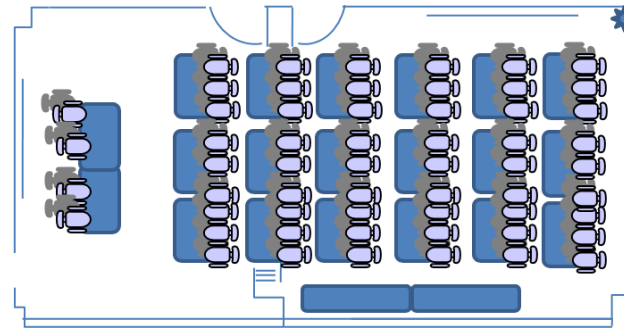
## Hollow Square - 48 People



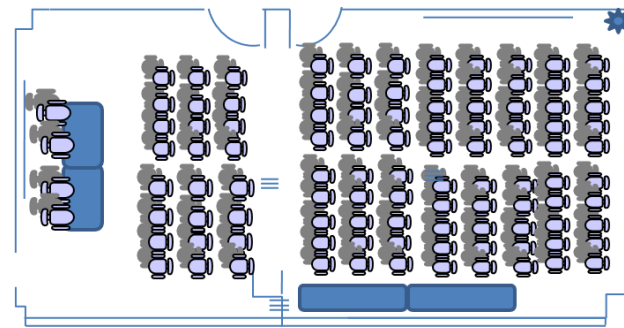
## U-Shaped - 39 People



## Classroom - 54 People



## Theatre - 115 People



Conference Room 3-4



# SAO Conference Room Terms and Conditions

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## 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](mailto: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.

# SAO Audio/Video Equipment Loan Program

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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
- 12 – 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')



# Additional SAO Building Services

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## Office Space

Subsidized Rent for Provincial Sport & Recreation Organizations

## Telecommunication

Preferred Long Distance Rates  
Teleconferencing Service  
Web Conferencing Service  
Detailed Billing  
Equipment Rentals  
VOIP Phones (Nortel 1120– 1140's)  
Conference Units (Nortel 2033)  
Voice Mail  
Fax / Modem Lines (Analogue)  
Virtual Lines

## Mailroom

Mailbox Rentals  
1st Class Mail (Regular Mail)  
Same Day Courier  
Priority Courier  
Xpress Mail  
Couriers  
Bulk Mail Services  
Stamp Purchasing  
Bulk Envelope Sealing  
Detailed Billing

## Financial and Bookkeeping

General Bookkeeping Including Disbursements and Cash Receipts  
Bank / Account Reconciliations  
Variance Analysis  
Government Remittance and Filings  
Financial Statement Preparation (Notice to Reader)  
Yearend / Audit support  
Payroll Services  
Group Benefit Plan  
Group Pension / RRSP Plan

## Medallion Press

Graphic Services  
Desktop Publishing  
Creative Design  
Minor Edits to PDF Documents  
Printing Services  
Black Digital Printing  
Colour Laser Printing  
Black and spot colour Offset Printing  
High Quality 4 Colour Printing  
Bindery  
Collating, Saddle Stitching  
Perfect Binding, Plastic Coil  
Hole Punching, Folding  
Padding, Perforating  
Scoring, Stapling  
Numbering,  
Brokering  
Banners, Promotional items  
Die Cutting

## I.T. and Human Resource

(Outsourced to a 3rd party supplier)

# 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

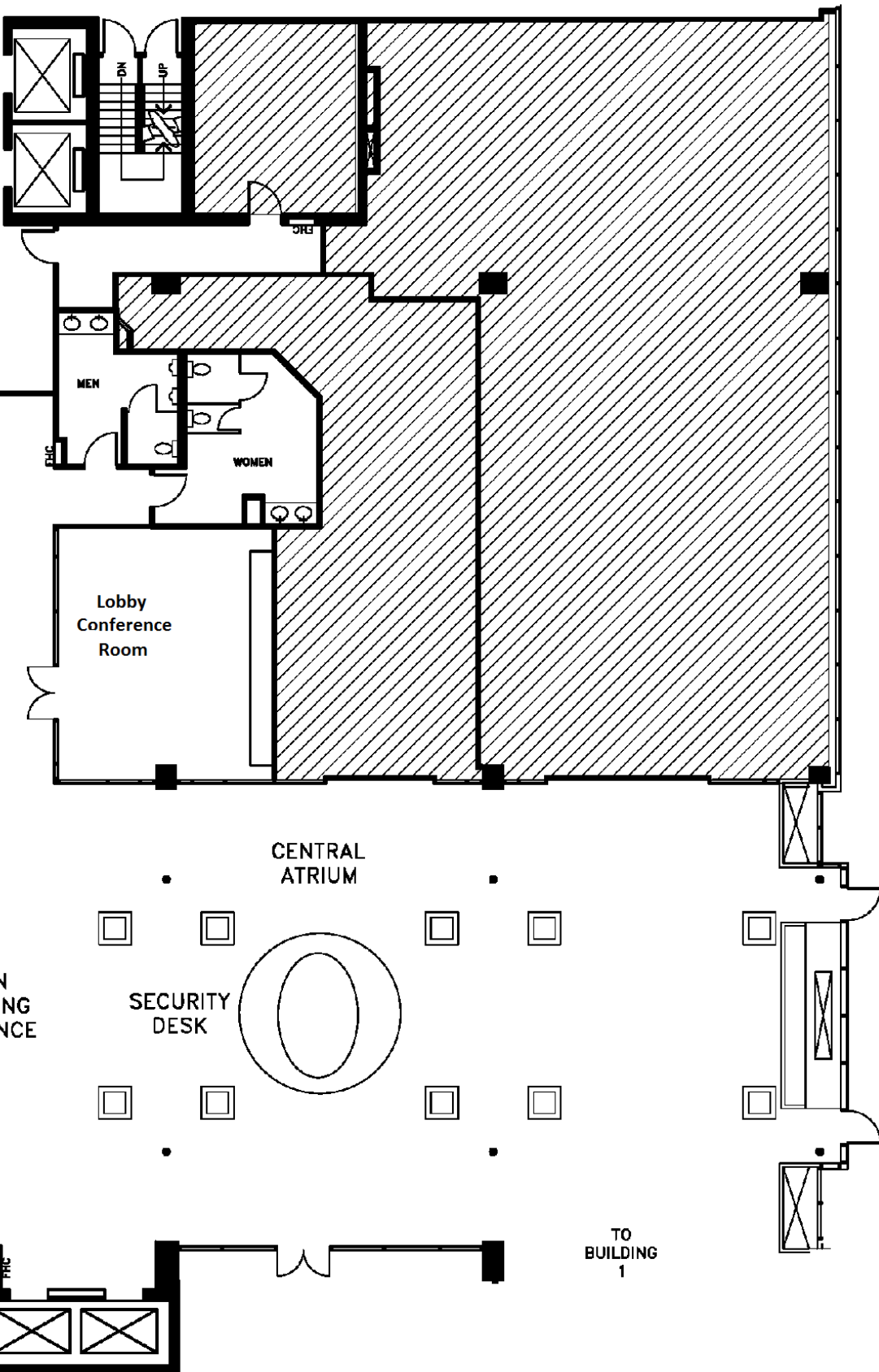
1. **Vouchers for Lot B** must be pre-purchased through the SAO. Vouchers are to be date stamped and signed by Security. Once this has been completed, the guest must display the voucher from their rear-view mirror. If vouchers are displayed without the date stamp or with the blank side showing, the vehicle 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.
2. **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><b><u>Lot A</u></b> Crown's MAIN visitor parking lot on Concorde Gate across from bldg. 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><b><u>Lot B</u></b> Crown's 2<sup>nd</sup> 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><b><u>Lot C (Street Parking)</u></b> 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. Evening/Weekends/Holidays Rate: 8 a.m. to 6 p.m. meter parking Hourly Rate: FREE Parking – 6 p.m. to 8 a.m. &amp; Sunday Number of parking spots: \$5.00 per hour or \$2.50 per ½ hour 3 spots</p>	<p><b><u>Lot D (Street Parking)</u></b> 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. &amp; Sunday Hourly Rate: \$5.00 per hour or \$2.50 per ½ hour Number of parking spots: 3 spots</p>
<p><b><u>Lot E (Street Parking)</u></b> 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. &amp; Sunday Hourly Rate: \$5.00 per hour or \$2.50 per ½ hour Number of parking spots: 3 spots</p>	<p><b><u>Lot E (Street Parking)</u></b> North of Wynford Dr. 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. &amp; Sundays Hourly Rate: \$4.50 per hour or \$2.25 per ½ hour Number of parking spots: 9 spots</p>
<p><b><u>Lot E (Street Parking)</u></b> 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. &amp; 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.







# 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

