

Brookfield Place Venue Rental Information

Brookfield Place is a landmark address deeply rooted in the commercial, cultural and social fabric of Toronto. Home to some of the world's most prestigious financial and legal firms, and the corporate head quarters of many preeminent Canadian corporations, the 2.6 million square foot complex fosters business and commerce of global significance.

Brookfield Place also stands as a prized example of Toronto's cultural development and community spirit. Its public spaces have received international acclaim for their architectural excellence, including the award winning Allen Lambert Galleria, a favorite backdrop for some of North America's most prominent exhibitions and special events.

Venues

Allen Lambert Galleria

Conceived by Spanish designer/architect/engineer Santiago Calatrava, the Allen Lambert Galleria is an award-winning six-storey pedestrian avenue resplendent in light and glass. It measures 85 feet high, 45 feet wide and 360 feet long and is the main venue for special events. By day, this public thoroughfare bustles with the energy and spirit of Toronto's commerce. By night, it transforms into a private enclave of magnificent proportions, the ultimate backdrop for your special event.

Sam Pollock Square

The Allen Lambert Galleria culminates at the low-rise part of the complex in a sunny enclave known as Sam Pollock Square. A canopy of intertwining steel arches rises in deliberate contrast to massive brick arches that enclose the quadrangle and its central foundation. A popular meeting spot and dining destination, Sam Pollock Square bustles round the clock, attracting business people, visitors and tourists from across Canada and the world.

Garden Court

The Allen Lambert Galleria leads out to a brick paved courtyard known as Garden Court, designed by the late artist Scott Burton. An inspired landscaped oasis designed to capture the noonday sun, it attracts tenants and visitors during the spring, summer and early fall months.

Concourse Level

Designed to simply life and satisfy every need and craving, the Concourse Level at Brookfield Place showcases a myriad of specialty shops, retail services, fast food eateries and casual restaurants. The Concourse Level forms part of the Toronto's famous PATH Underground Walkway System.

ALLEN LAMBERT GALLERIA, Brookfield Place

Venue Rental Priority Use – Private Events

Brookfield Properties takes great pride in its commitment to community, and to the work of various charitable and cultural organizations. To this end, the Allen Lambert Galleria will continue to be made available for private receptions to non profit groups for awareness raising or fundraising events and Brookfield Place tenants who wish to support their chosen charities while showcasing their corporate home. The Allen Lambert Galleria is also available for high profile private corporate events.

Brookfield Place is not available for personal celebrations and holiday parties due to the limited availability of the venue.

Brookfield Place Management reserves the right to approve all events.

As property managers at Brookfield Place, Brookfield Properties' first priority is to ensure a professional work environment and avoid any inconvenience to our office and retail tenants. To ensure that Event Organizers have adequate access, set up and take down time, large scale private events are restricted to weekends, preferably Friday, Saturday or Sunday evenings. In order to provide your organization with greater flexibility, weekday evenings may be given consideration, taking into account the event size, technical requirements and layout.

Capacity & Event Venue Enclosure for Private Events

The maximum capacity for a cocktail reception in the Allen Lambert Galleria is ~1000 to 1200 people. The maximum capacity for a banquet reception is ~300 people.

The entire event area must be closed-off to the general public with the use of privacy enclosures such as pipe and drape. Enclosures can be obtained on a rental basis from Chairman Mills Inc. and/or Westbury National Show Systems, both Exclusive Suppliers at Brookfield Place.

Other Venue Rental Uses – Public Events

The spectacular interior of the Allen Lambert Galleria, coupled with the uniqueness and stature of the complex make it a much sought after location for the following public events:

Film & Commercial Photo Shoots

Weekends and weekday evenings after 7:00 p.m.

Photographic Exhibitions

Subject to approval. Available to non profit organizations with a maximum display period of two weeks.

Vehicle Placements

The maximum placement period is 5 consecutive days.

Media & Press Events

Subject to approval, weekdays between 12:00 p.m. and 1:00 p.m. only.

SAM POLLOCK SQUARE, Brookfield Place

Venue Rental Priority Use – Public Events

A popular meeting spot and thoroughfare, Sam Pollock Square bustles round the clock attracting tenants, visitors and tourists and is available for the following public events:

Film & Commercial Photo Shoots

Weekends and weekday evenings after 7:00 p.m.

Photographic Exhibitions

Subject to approval, available to non profit organizations with a maximum display period of two weeks.

Vehicle Placements

The maximum placement period is 5 consecutive days.

CONCOURSE LEVEL, Brookfield Place

Venue Rental Priority Use – Public Events

This high traffic area located in the food court showcases a myriad of specialty shoots, retail services and fast food eateries attracting tenants and visitors and is available for the following events:

Film & Commercial Photo Shoots

Weekends and weekday evenings after 7:00 p.m.

Product & Sampling Events

Weekdays during regular business hours.

GARDEN COURT, Brookfield Place

Venue Rental Priority Use –Public Events

Located on the exterior adjacent to the Allen Lambert Galleria, Garden Court is available seasonally for the following events:

Film & Commercial Photo Shoots

Weekends and weekday evenings after 7:00 p.m.

Vehicle Placements

The maximum placement period is 5 consecutive days.

Product & Sampling Events

Weekdays during regular business hours.

GENERAL INFORMATION

For all special event inquiries and/or additional information, please contact:

Franca Bellisario,
Manager, Marketing & Special Events
Brookfield
Suite 220, PO Box 838
Bay Wellington Tower, Brookfield Place
Toronto, ON
Tel: 416-777-6496
Fax: 416-777-2040
Email: franca.bellisario@brookfield.com

EVENT ORGANIZER RESPONSIBILITIES

The Event Organizer is responsible for the conduct and performance of all external suppliers. Please note the following requirements:

Rental Agreement & Insurance

A Release & Indemnity Agreement will be issued to the Event Organizer upon written confirmation of an event booking. The Agreement must be signed and returned to the Brookfield Place Management Office two weeks prior to the event date. Please note that all requests for venue rental at Brookfield Place are subject to approval by Brookfield Place Management. As stipulated in the Release & Indemnity Agreement, liability for all damage or actions caused by external suppliers is the responsibility of the Event Organizer.

Liability and damage insurance is required for all special events held at Brookfield Place. The minimum coverage is \$5,000,000. Proof of insurance must be submitted to the Brookfield Place Management Office two weeks prior to the event date.

Damage Deposit

The Event Organizer will be responsible for the cost to repair any damage to Brookfield Place and/or the replacement cost of any stolen property in connection with the special event held on the premises. A damage deposit will be required in advance, the amount will be determined based on the technical elements of the event. A pre and post-videotaped site inspection will also be conducted.

Cancellation Policy

A minimum \$1,000.00 (plus GST) cancellation fee will be billed for all special events cancelled once a Release and Indemnity Agreement has been executed.

Rental Fees

Venue rental fees are payable in advance and must be received at the Brookfield Place Management Office two weeks prior to the event date. For venue rental fees please contact the Manager, Marketing & Special Events. Please note that the venue rental fee does not include incidental fees. All incidentals will be billed to the Event Organizer immediately following the event and are subject to GST (#1004311386) and a 15% administration fee.

TECHNICAL & PRODUCTION INFORMATION

Security Supervision

Security supervision is provided by Intercon Security. Brookfield Place security must be present for all aspects of events held at Brookfield Place. Security will provide coverage for the duration of the event, including the load-in, set up, take down and load-out.

Housekeeping Services

Housekeeping services are provided by Unikko Facilities Management Services. Brookfield Place housekeeping staff will be booked for all large scale events held at Brookfield Place. Housekeeping staff will provide housekeeping services during the set up, during the event and post event cleanup.

Loading Dock

Brookfield Place is equipped with a full service underground loading dock, accessible from the Front Street parking garage entrance. All special event deliveries are restricted to the loading dock. The loading dock has a vehicle height restriction of 13 feet 6 inches and a length restriction of 60 feet. The maximum standing time permitted in the loading dock area is 20 minutes during regular working hours. Service elevators must be reserved in advance.

Rigging and Electrical Services

The Solar Group is the exclusive supplier for rigging services and Ainsworth Electric is the exclusive supplier for electrical services at Brookfield Place. All electrical and rigging requests must be submitted in advance to the Manager, Marketing & Special Events.

Parking

Brookfield Place is equipped with a 1,472 space enclosed Parking Garage on four levels. There are two entrances/exits to the parking garage located at Front Street and Wellington Street. Parking attendants are on duty 24 hours a day, 7 days a week. Event Organizers have the option of arranging pre-paid guest parking or valet parking through Standard Parking at Brookfield Place.. Special parking arrangements can be made by contacting the Brookfield Place Parking Manager at 416-777-6468.

Special Event Rentals

Chairman Mills Inc. is the exclusive rental supplier for all special events held at Brookfield Place. For all rental requests please contact Marni Berman at 416-391-0400 or Email: mberman@chairmanmills.com.

Audio Visual & Staging

Westbury National Show Systems is the exclusive A/V supplier for all special events held at Brookfield Place. For all audio-visual requests please contact Rob Sandolowich at 416-752-1371 or Email: rob@westbury.com.

RULES & REGULATIONS

It is the Event Organizers responsibility to ensure that its contractors, employees and agents observe and comply with all applicable safety regulations, including the Occupational Health and Safety Act. Any additional safety regulations which may be imposed by an authorized representative of the Brookfield must also be complied with immediately and fully.

To ensure tenant and visitor safety, Brookfield enforces the following safety rules and regulations for all special events:

1. The Event Organizer shall abide and be bound by the Security Services in force in the Property.
2. All designated exits, emergency exits, passages, corridors and staircases shall be kept visible, unobstructed and accessible at all times by the Licensee.
3. Canvassing, soliciting and peddling in the Property or Common Areas are prohibited.
4. Interior hangings and decorations are non-combustible and are flame resistant.
5. All decorations, interior hangings and/or signage must be approved by the Owner.
6. The Event Organizer shall not mark, drill into, bore or cut or in any way damage or deface the walls, ceilings or floors of the Leased Premises.
7. Any hand trucks, carry-alls or similar appliances used in the Property shall be equipped with rubber tires, side guards and such safeguard as Brookfield shall require.
8. The Event Organizer shall not use or permit the use of any objectionable advertising medium such as and without limitation, loud speakers, stereos, public address systems, sound amplifiers, radio broadcast or television apparatus within the Property which is in any manner audible or visible outside the Leased Premises without the prior approval of Brookfield.
9. All staging, platform and/or display construction must be approved by Brookfield.
10. The use of confetti is prohibited.
11. Open flames and the use of propane are prohibited.
12. Helium filled balloons are prohibited.
13. All candles excluding votive designs are prohibited.
14. No inflammable oils or other inflammable, dangerous or explosive materials shall be brought into the Property.
15. Polytechnic use is prohibited indoors. In the instance where polytechnic use is approved by the Landlord for the exterior of the complex, local Fire Department must be briefed on the proposed activity. Fire department is on standby if necessary. Fire extinguished is present. Proper/current license is in the possession of the operator.

RULES & REGULATIONS (Continued)

16. No wires, pipes, conduits, telephonic, telegraphic, electronics wire services or other connections shall be installed in the Leased Premises without the approval of Brookfield.
17. Electrical power cords, appliances are in condition and properly secured and grounded.
18. Brookfield Place is a smoke free environment.
19. No animals or birds shall be brought into the Property.