

CCNQ, Imagenomade.com

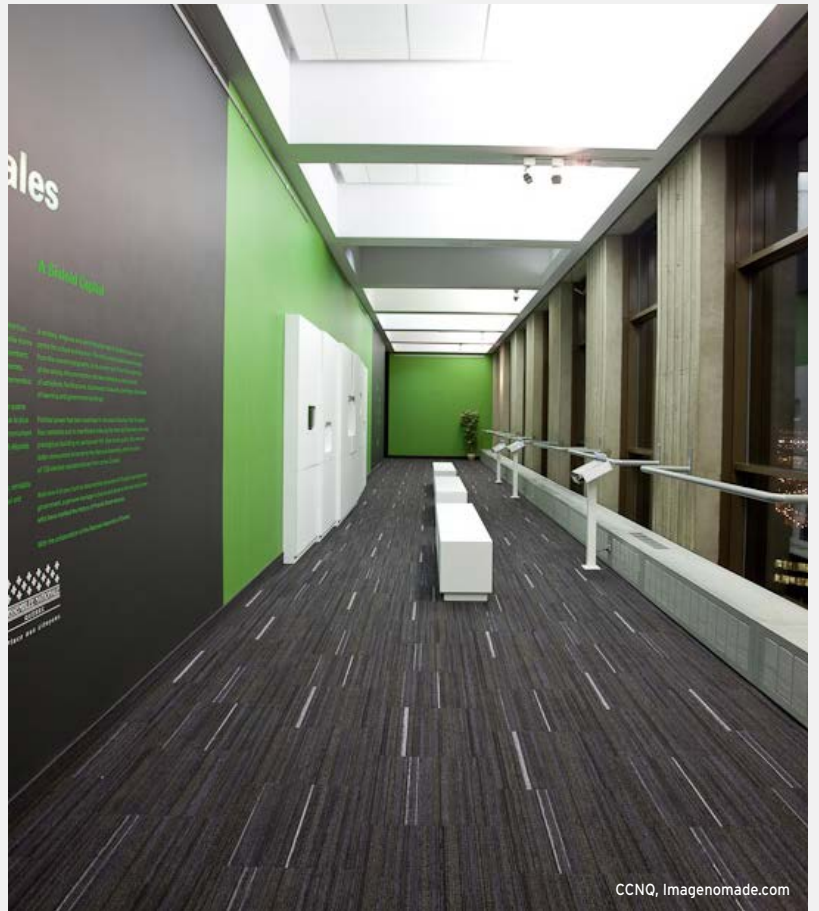


24

CCNQ, Imagenomade.com



CCNQ, Imagenomade.com



CCNQ, Imagenomade.com

OBSERVATOIRE DE LA CAPITALE

Édifice Marie-Guyard
1037, rue de la Chevrotière,
31^e étage, Québec, QC G1R 5E9
418-644-9841
www.observatoirecapitale.org



RESOURCE PERSON

Marie-Claude Grenon, Tours and Rentals Manager

T 418-643-3117 **F** 418-644-2879

marie-claude.grenon@observatoirecapitale.org

THE SITE

The 360 degree panorama of the city and its region is a splendid scenery, the view from the large windows creating a breathtaking decor. Admire the icy river in winter, the colorful mountains in autumn or the summer landscape where nature and culture mix.

CAPACITY

900 square feet (85 square meters) surface area (approx.)

Reception style (standing):

Conference area	120 people
Entire area	250 people

Banquet style , rounds of 8 (The Observatoire does not keep this type of table)	60 people
---	-----------

Theater style (row of chairs)	60 people
--------------------------------------	-----------

RENTAL FEE

Contact coordinator for rates.

EQUIPMENT AVAILABLE

- 60 chairs, 2 sofas and 6 armchairs
- 2 small coffee tables (one round and one rectangular)
- 7 large tables (6' x 2.5')
- Lectern and microphone
- CD and iPod Sound System
- Refrigerator
- Removable shelves for windows
- 3 cocktail tables and 9 bar stools
- 2 easels
- Flag pole and 1 Quebec flag
- 1 small table for the projector
- 15' x 20' screen
- Cloakroom for 175 people

PARKING

On-site (\$)

GUIDELINES

Liquor license: The hotel or the customer must provide 100% of the liquor. A liquor license (meeting permit) is required. The establishment must provide the document confirming that we are allowed as the caterer.

Setup: Setup is allowed after 4:30 pm (6:00 pm in Summer). If necessary, the setup of an agreed area can take place before 9:30 am. The Observatoire staff is only allowed to assemble and disassemble the equipment owned by the Observatoire. Any other equipment must be installed and uninstalled by the organizers or the caterer.

Event: If agreed with the venue, the event itself may begin after 6:00 pm for a reception (7:30 pm in Summer). The specific rental hours (start and end of your event) are set out in the confirmation letter.

Deliveries: The time of the delivery needs to be confirmed by the resource person. The loading dock is located on the ground floor on St-Amable Street.

Services: Guide service, welcome desk, exclusive access (outside of business hours), loan of selected material, setup supervision.