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# SÉMINAIRE DE QUÉBEC

1, rue des Remparts, Québec G1R 4R7  
[www.salledespromotions.com](http://www.salledespromotions.com)



## RESOURCE PERSON

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## LA SALLE DES PROMOTIONS

Discreet, la salle des promotions is exposed without complex to the glittering eyes of the visitor. Formerly used for official ceremonies accompanying university life, it transcends time and awaits you in all its glory

## SPACES

**Main room:** 4232 pi<sup>2</sup>

**Mezzanine:** 8' x 6''

**Foyer:** 1872 pi<sup>2</sup>

**Meeting room:** 756 pi<sup>2</sup>

## CAPACITY

**Reception :** 320 people

**Banquet :** 256 people

**Training :** 100 people (with desks)

**Show :** 260 people

## RENTAL FEE

Contact coordinator for rates.

## EQUIPMENT AVAILABLE

- Cloakroom
- 50 training tables (24" x 60")
- 32 Banquet tables of 60"
- 35 bistro tables 30"
- 260 Artopex chairs
- Piano
- Dressing room
- Practicable stage, podium, screen, projector
- Sound system, projection and lighting

## SERVICES PROVIDED

- A coordinator
- A security guard
- A technician
- Cleaning
- Setup (depending on floor plan)
- Wi-Fi Internet
- Kitchen space

## PARKING

Nearby, with fee.

## 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 a caterer.

**Setup:** Setup is allowed after 14:00 pm. Setup time is flexible depending on occupancy. On-site staff can set up the room (furniture, stage, lectern) but are not allowed to decorate.

**Event:** The event may take place between 9:00 am and 3:00 am, depending of the availability.

**Deliveries:** All deliveries must be made at the time and place agreed with the person in charge of your event so we can notify those concerned in advance.