

Catering Room Capacity

| CATERING ROOM | BUFFET STYLE | FULL SERVICE | THEATRE STYLE | CLASS ROOM | U-SHAPE | HOLLOW SQUARE | RECEP. STYLE |
|--------------------------|---------------------|---------------------|----------------------|-------------------|----------------|----------------------|---------------------|
| Panorama "A" | 50 | 60 | 100 | 30 | 30 | 30 | 60 |
| Panorama "B" | 50 | 60 | 100 | 30 | 30 | 30 | 60 |
| Panorama "C" | 50 | 60 | 100 | 30 | 30 | 30 | 60 |
| Panorama "AB" | 100 | 120 | 200 | 80 | 60 | 60 | 120 |
| "BC" | | | | | | | |
| Panorama "ABC" | 200 | 230 | 275 | 150 | NA | NA | 250 |
| Panorama & Skyline Rooms | 275 | 300 | NA | 175 | NA | NA | 350 |
| Skyline Room | 80 | 120 | 150 | 70 | 50 | 50 | 120 |
| McCallum / East | 25 | 25 | 30 | 18 | 20 | 20 | 30 |
| McCallum / West | 25 | 25 | 30 | 18 | 20 | 20 | 30 |
| McCallum / East & West | 50 | 60 | 80 | 40 | 30 | 30 | 70 |
| Upper Board Room | 20 | 20 | NA | NA | NA | NA | NA |
| Curling Lobby | 50 | NA | NA | NA | NA | NA | 75 |
| Bowling Lobby | 40 | NA | NA | NA | NA | NA | 40 |

- THE ROOM CAPACITIES DEFINED ABOVE ARE SUBJECT TO THE OVERALL REQUIREMENTS RELATING TO ANY SPECIFIC EVENT HELD AT THE CALGARY WINTER CLUB. ALL EVENT CAPACITIES ARE EVALUATED BASED UPON THE SPECIFIC EVENTS REQUIREMENTS SUCH AS, REGISTRATION TABLES, PODIUMS, GIFT TABLES, DANCE FLOOR, ENTERTAINER AREA, PRE-RECEPTION SPACE ETC.
- ALL CAPACITIES ARE SUBJECT TO THE APPROVAL OF THE CITY OF CALGARY FIRE MARSHALL.
- ALL NOTED FIRE EXITS MUST BE LEFT WITH CLEAR ACCESS, FOR THE SAFETY OF ALL PATRONS.
- FLOOR PLANS WITH SIGNIFICANT PUBLIC ACCESS SUCH AS TRADE SHOWS OR SPECIFIC CONSUMER SHOWS REQUIRE AN APPROVED FLOOR PLAN BY THE CITY OF CALGARY FIRE MARSHALL.
- FLOOR PLANS ARE SUBJECT TO THE APPROVAL OF THE CATERING DEPARTMENT OF THE CALGARY WINTER CLUB 14 DAYS PRIOR TO THE ACTUAL EVENT DATE.
- PATRONS ARE WELCOME TO CONSULT WITH OUR PROFESSIONAL CATERING STAFF FOR ASSISTANCE IN FLOOR PLAN DESIGNS, BUT MUST ALLOW 14 DAYS PRIOR NOTICE FOR EASE OF EXECUTION AND PLANNING.
- PATRONS ARE REMINDED THAT "TIMES" DEFINED ON CATERING CONTRACTS ARE FINAL AND ARE NOT SUBJECT TO CHANGE FOR ANY REASON. THE CALGARY WINTER CLUB WILL BOOK OTHER CATERED EVENTS INTO THE DEFINED LOCATIONS, WITH TIME ALLOWED FOR SET UP AND TEARDOWN FROM ONE EVENT TO ANOTHER ON ANY GIVE DAY.
- ALTERATIONS TO THE ESTABLISH FLOORS PLANS ON THE DATE OF YOUR EVENT; WILL BE SUBJECT TO ADDITIONAL LABOUR FEES AT \$15.00 / HOUR. THIS FEE WILL BE AT THE DISCRETION OF OUR CATERING SUPERVISORS / MANAGERS, AND BASED UPON THE NATURE OF TIME SPENT IN MAKING ALTERATIONS TO THE EXISTING FLOOR PLAN.

Audio Visual & Computer Services

SPECIALTY COMPUTER SERVICES

THE CALGARY WINTER CLUB DOES NOT EMPLOY FULL TIME IT PEOPLE, THUS WHO OPERATE COMPUTER PROGRAMS, SYSTEMS AND PRESENTATIONS IS THE SOLE RESPONSIBILITY OF THE PATRONS. WE WILL ENDEAVOR TO ASSIST YOU IN EVERY SITUATION, BUT WE MUST REMIND PATRONS OF OUR LIMITATIONS WITH RESPECT TO COMPUTER SERVICES.

THE CALGARY WINTER CLUB REALIZES OUR PATRONS MAY REQUIRE SPECIFIC COMPUTER ASSISTANCE, AND WE WILL ATTEMPT TO PROVIDE HELP IN ANY POSSIBLE WAY. TO ASSURE YOUR EVENT IS SUCCESSFUL.

WE CAN ALSO ORGANIZE AN EXPERIENCED AUDIO VISUAL SERVICE TECHNICIAN TO PROVIDE TECHNICAL HELP FOR YOUR EVENT, SO PLEASE COMMUNICATE (14) WORKING DAYS IN ADVANCE.

SHOULD YOU REQUIRE SPECIALIZED SERVICES FOR YOUR EVENT, PLEASE CONTACT THE CATERING OFFICE AT (403) 338-2427.