



INNOVATIONPLEX MEETING ROOMS

2001 Chaplin St E

ABOUT THIS FACILITY:

The Boardroom & Conference room, located upstairs at the InnovationPlex, are available to rent on a daily or hourly basis.

Both rooms feature a kitchenette, projection capabilities and wi-fi access.



CONFERENCE ROOM

Capacity:

Classroom - 25; Boardroom - 30; Chairs - 40; Standing - 70

Hourly \$78.75 (min 2 hr)

Daily per day \$420.25

Damage Deposit \$250.00



BOARDROOM

Capacity:

Tables & Chairs - 14

Hourly \$52.50 (min 2 hr)

Daily per day \$262.50

Damage Deposit \$250.00





CITY OF SWIFT CURRENT RENTAL FORM INNOVATIONPLEX MEETING ROOMS

September 1st, 2025 - August 31st, 2026

Company: _____

Contact Name: _____

Mailing Address: _____

Phone Number: _____ Email: _____

Event Date: _____ Event Time: _____

2100 Chaplin St E

Booking: 306-778-2787

On Call: 306-741-6396

CONFERENCE ROOM

Damage Deposit: \$250.00
 Daily: \$420.25
 Hourly (Min 2 hours): \$78.75

BOARDROOM

Damage Deposit: \$250.00
 Daily: \$262.50
 Hourly (Min 2 hours): \$52.50

SET UP REQUIREMENTS

Total number of people attending: _____	Coat Rack: Yes No Qty: _____
Total amount of tables & chairs required	Kitchen Access*: Yes No
Rectangular (2'x6') _____ Chairs: _____	Coffee Urn (100 cup): Yes No Qty: _____
PA System: Yes No	Liquor License: Yes N/A
Internet Access: Yes No	Business License: Yes N/A
Projector & Screen (HDMI Cable not provided): Yes No	Safe Food Handling: Yes N/A
Layout Preference:	
Boardroom Classroom Chairs only	

ADDITIONAL NOTES:

FOR DECORATING PURPOSES, **ONLY WHITE STICKY TAC ADHESIVE** MAY BE USED TO PUT UP DECORATIONS. _____ (PLEASE INITIAL)
 90 Day cancellation policy in effect for events. Liquor permits must be obtained by the lessee and posted at event.
 *Additional charges may apply

SIGNED: _____

DATED: _____

Reservations: 306-778-2787 communityservices@swiftcurrent.ca



@CityOfSwiftCurrent



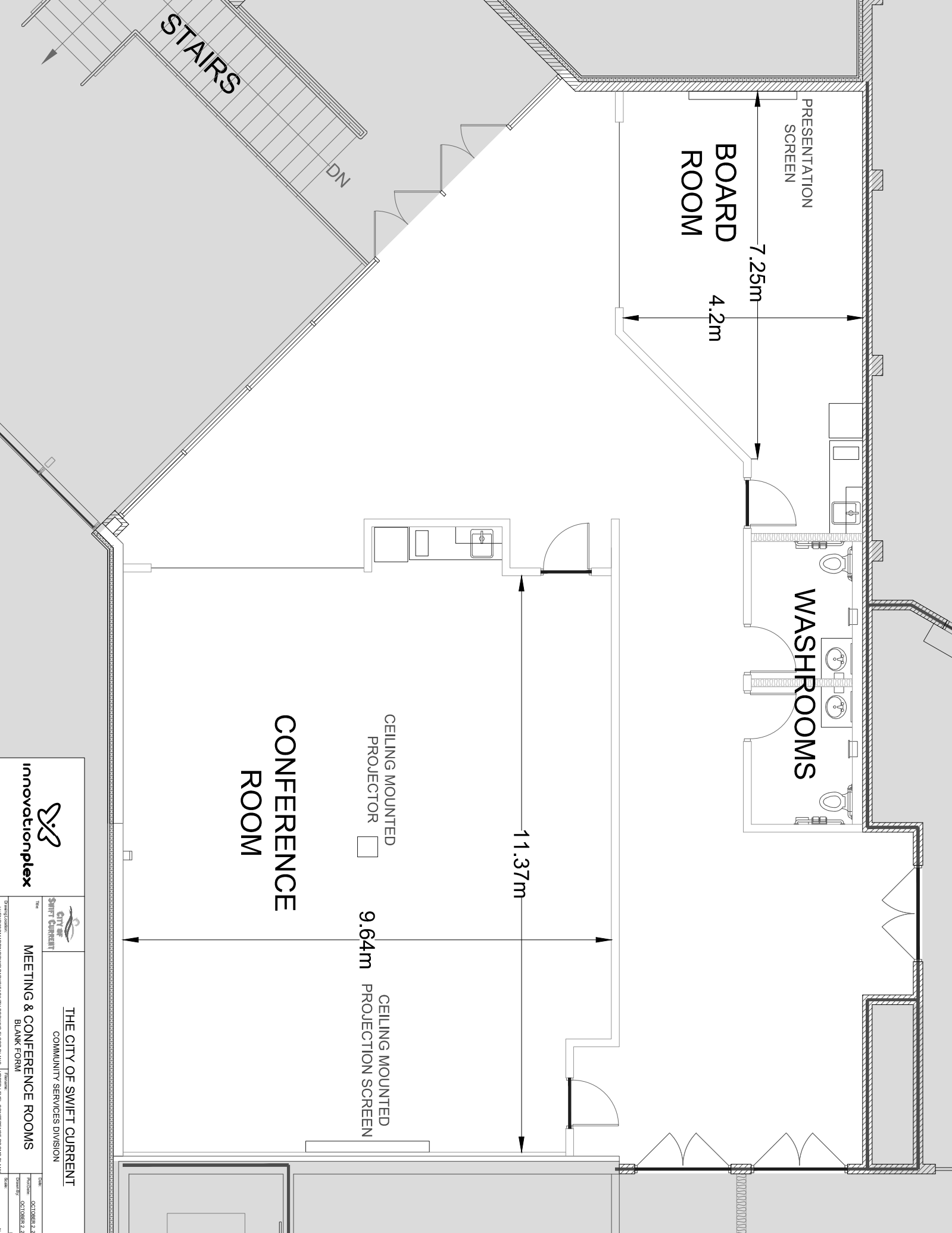
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swiftcurrent.ca/play



STAIRS

DN

PRESENTATION
SCREEN

BOARD
ROOM

7.25m

4.2m

WASHROOMS

CONFERENCE
ROOM

CEILING MOUNTED
PROJECTOR



CEILING MOUNTED
PROJECTION SCREEN

11.37m

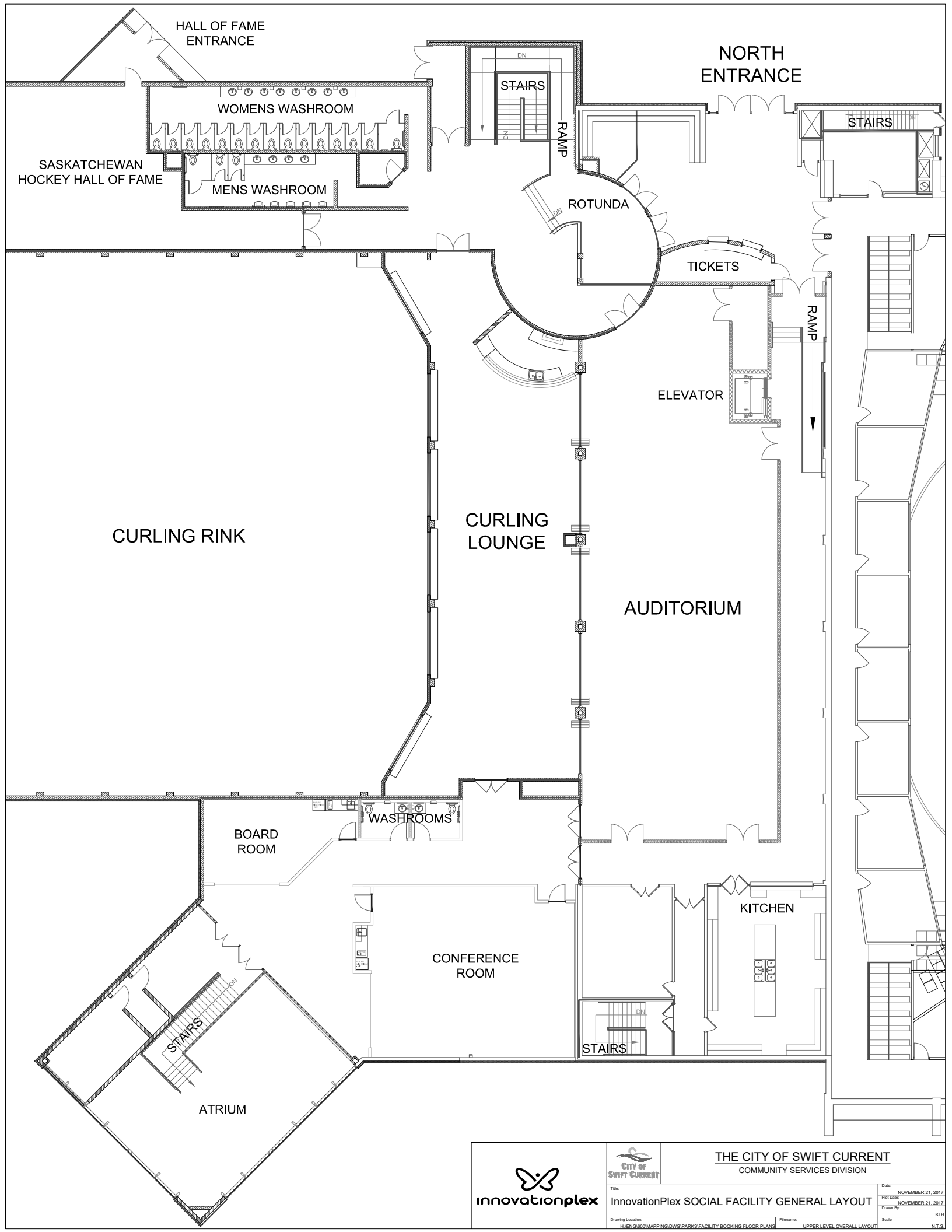
9.64m





THE CITY OF SWIFT CURRENT
COMMUNITY SERVICES DIVISION

MEETING & CONFERENCE ROOMS
BLANK FORM

DATE: OCTOBER 2, 2017
DRAWN BY: OCTOBER 2, 2017
CHECKED BY: NLS



		THE CITY OF SWIFT CURRENT COMMUNITY SERVICES DIVISION	
		Title: InnovationPlex SOCIAL FACILITY GENERAL LAYOUT	Date: NOVEMBER 21, 2017 Plot Date: NOVEMBER 21, 2017 Drawn By:
Drawing Location: H:\ENR600\MAPPING\DWG\PARKS\FACILITY BOOKING FLOOR PLANS	Filename: UPPER LEVEL OVERALL LAYOUT	Scale:	N.T.S.