

Meeting Room Capacities - Toronto

Room Name	Square Footage & Dimensions	Minimum Booking Required (Number of People)	Minimum Booking Required (Number of People)	Setup Options with Maximum Seating Capacity ³																		
				Theatre (Standard)	Theatre (Distancing)	Classroom (Standard)	Classroom (Distancing)	Exam (Standard)	Exam (Distancing)	Pods of 6 ppl (Standard)	Pods (Distancing)	U-Shape (Standard)	U-Shape (Distancing)	Boardroom (Standard)	Boardroom (Distancing)	Hollow Square (Standard)	Hollow Square (Distancing)	Reception - Stand-Up (Standard)	Reception - Stand-Up (Distancing)	Rounds of 10 ppl (Standard)	Rounds (Distancing)	Tradeshow 10x8 Booths (Standard)
Presentation Hall ¹	5544 sq. ft. 72 x 77 x 20h	150	30	450	68	200	63	100	63	210	72	54	-	-	-	-	300	-	5'-420 ² 6'-300 ²	6'-72	30	30
The Bow (Grand Hall)	5200 sq. ft.	-	45	-	-	-	-	-	-	330	93	-	-	-	-	-	-	-	5'-330 ² 6'-290 ²	6'-93	30	30
The Bow (Grand Hall) Middle	3600 sq. ft.	-	30	-	-	-	-	-	-	260	60	-	-	-	-	-	300	-	5'-260 ² 6'-220 ²	6'-60	20	20
The Bow (Grand Hall) East	1600 sq. ft.	-	15	-	-	-	-	-	-	70	33	-	-	-	-	-	100	-	5'-70 ² 6'-70 ²	6'-33	10	10
The Forum	3072 sq. ft. 48 x 64 x 20h	75	20	288	43	132	35	72	35	120	36	46	-	44 (E/W) 32 (N/S)	-	68	-	5'-180 ² 6'-150 ²	6'-36	20	20	
Meeting Rooms																						
104 / 206	1496 sq. ft. 44 x 34 x 11h	30	10	60	20	60	20	30	20	42	15	30	12	20	10	40	12	-	-	-	-	-
200	1292 sq. ft. 34 x 38 x 11h	30	8	60	22	60	18	30	16	42	15	30	10	20	8	36	12	-	-	-	-	-
The Studio	1292 sq. ft. 34 x 38 x 11h	30	8	60	22	60	18	30	16	42	15	30	10	20	8	36	12	5'-60 ² 6'-60 ²	6'-18	-	-	
105/208	1287 sq. ft. 39 x 33 x 11h	25	8	60	20	48	20	25	16	36	15	26	10	20	8	36	12	-	-	-	-	-
101 / 102 / 103 / 202 / 204 / 205	1122 sq. ft. 33 x 34 x 11h	20	8	60	14	48	15	25	15	36	12	26	10	18	8	34	12	-	-	-	-	-
124	456 sq. ft. 19 x 24 x 11h	10	4	22	8	16	6	9	4	12	4	12	6	14	4	16	7	-	-	-	-	-
201	696 sq. ft. 24 x 29 x 11h	14	6	34	12	30	8	16	8	24	8	14	8	16	6	20	10	-	-	-	-	-
First Bank Executive Boardroom	252 sq. ft. 14 x 18	6	4	-	-	-	-	-	-	-	-	-	-	12	4	-	-	-	-	-	-	-
PC LAB Room #203 - 20 desktops (maximum 24, if sharing)	672 sq. ft. 24 x 28 x 11h	12	-	-	-	20	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Breakout Rooms																						
112 / 114 / 212 / 214	153 sq. ft. 9 x 17	4	3	-	-	-	-	-	-	-	-	-	-	9	3	-	-	-	-	-	-	-
116 / 207 / 209	144 sq. ft. 9 x 16	4	2	-	-	-	-	-	-	-	-	-	-	8	2	-	-	-	-	-	-	-
109 / 118 / 119 / 120 / 121	126 sq. ft. 9 x 14	4	2	-	-	-	-	-	-	-	-	-	-	8	2	-	-	-	-	-	-	-
111 / 115 / 211 / 213 / 215-219 / 221	126 sq. ft. 9 x 14	4	2	-	-	-	-	-	-	-	-	-	-	7	2	-	-	-	-	-	-	-
107 / 108	126 sq. ft. 9 x 14	4	1	-	-	-	-	-	-	-	-	-	-	6	1	-	-	-	-	-	-	-
113 / 117 / 220 / 222	126 sq. ft. 9 x 14	4	2	-	-	-	-	-	-	-	-	-	-	6	2	-	-	-	-	-	-	-
Courtyard View Boardroom 2W/3W	320 sq. ft. 16 x 20	10	4	-	-	-	-	-	-	-	-	-	-	12	4	-	-	-	-	-	-	-
Courtyard View Boardroom 2E/3E	247 sq. ft. 13 x 19	6	3	-	-	-	-	-	-	-	-	-	-	8	3	-	-	-	-	-	-	-
Courtyard View Lounge 1W (lounge seating set-up)	285 sq. ft. 15 x 19	4	-	-	-	-	-	-	-	-	-	-	-	10	-	-	-	-	-	-	-	-
Courtyard View Lounge 1E (lounge seating set-up)	182 sq. ft. 13 x 14	4	-	-	-	-	-	-	-	-	-	-	-	8	-	-	-	-	-	-	-	-
TV Lounge 1 (lounge seating set-up)	285 sq. ft. 15 x 19	4	-	-	-	-	-	-	-	-	-	-	-	10	-	-	-	-	-	-	-	-
TV Lounge 2 (lounge seating set-up)	182 sq. ft. 13 x 14	4	-	-	-	-	-	-	-	-	-	-	-	8	-	-	-	-	-	-	-	-

¹ The Presentation Hall can be divided into two 2772 sq. ft. rooms.

² Capacity decreases by approximately 30% for buffet dining events.

³ Distancing max capacity based on 6' space/person. Capacity may be lower based on current Gov't regulations.