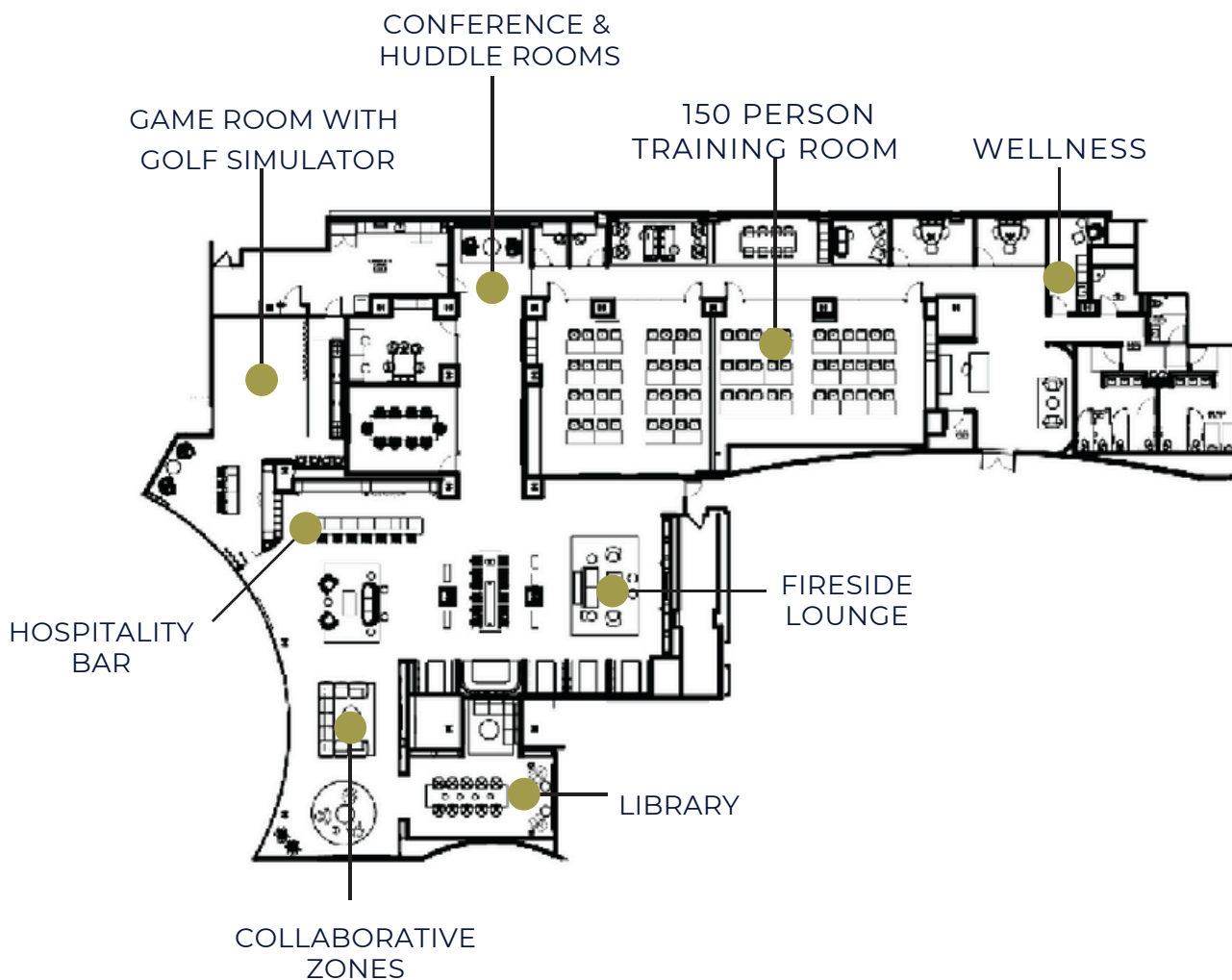


# The Collaborative

AT CAPELLA  
TOWER



The Collaborative is located on the 2<sup>nd</sup> floor of the Capella Tower and is available to all Capella Tower tenants. It includes a hospitality bar, fireside lounge, and game room with golf simulator. The conference center features huddle rooms, boardrooms, tow conference rooms, wellness room and phone rooms. Each conference room is equipped with a comprehensive audio/visual system with video conferencing capability driven by a user provided laptop computer. Conference room rental includes access to the pre-function areas, including collaborative zones, a catering kitchen, huddle and phone rooms. as well as an extensive list of amenities (see page 4.) In addition, The Collaborative is staffed daily to assist those using the facilities.



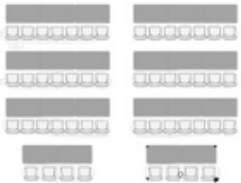
## Conference Rooms & Maximum Capacities

	DIMENSIONS	CLASSROOM A	CLASSROOM B	BOARDROOM	INTERACTIVE	TEAM TABLES	COMBO V-SHAPE	AUDITORIUM A
THE PINNACLE TRAINING ROOM	28' x 28'	55	45	25	20	24	N/A	60
THE VERTEX TRAINING ROOM	23' x 36'	40	45	25	20	24	N/A	40
THE PINNACLE + VERTEX COMBINED	23' x 70'	120	120	75	60	65	75	180
THE SUMMIT BOARDROOM	18' x 16'	N/A	N/A	10	N/A	N/A	N/A	N/A
THE ZENITH CONFERENCE ROOM	16' x 12'	N/A	N/A	N/A	7	N/A	N/A	N/A

These maximums are 2 per table (does not include auditorium set-ups)  
For maximum comfort we recommend 2 per table.

## Room Layout Options

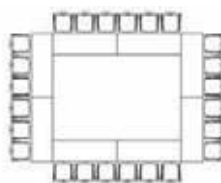
CLASSROOM A



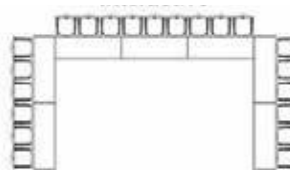
CLASSROOM B



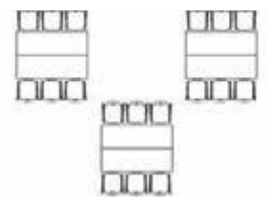
BOARDROOM



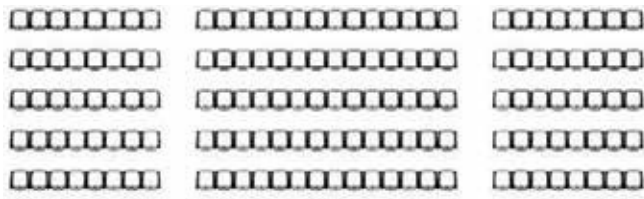
INTERACTIVE



TEAM TABLES



AUDITORIUM A



COMBO V-SHAPE



## *Room Rates*

	HALF DAY 4 HOURS	FULL DAY 8 HOURS
THE PINNACLE TRAINING ROOM	\$200	\$400
THE VERTEX TRAINING ROOM	\$200	\$400
THE PINNACLE & VERTEX TRAINING ROOMS	\$400	\$800
THE SUMMIT BOARDROOM	\$60	\$120
THE ZENITH CONFERENCE ROOM	\$60	\$120

## *Additional Rental Options*

### Hospitality Bar & Lounge

Rental available for a private reservation beginning at 3:00 p.m. for \$400.

### Hospitality Bar & Lounge +Game Room & Golf Simulator

Rental available for a private reservation beginning at 3:00 p.m. for \$400 + \$20/hr for Game Room.

### Game Room & Golf Simulator

Rental available between 7:00 a.m. - 8:00 p.m. for \$20/hour.

*Scan the QR Code below to  
make your reservation today!*



# *The Collaborative Room Details*

## **The Pinnacle and Vertex Training Rooms, The Summit Boardroom, and The Zenith Conference Room:**

Conference rooms are equipped with virtual capabilities, making them perfect for meetings large and small. They are available to reserve weekdays, 8:00 a.m. - 8:00 p.m., and require a minimum 48-hour advance booking. Rental fees include furniture set-up, use of equipment, and janitorial services.

## **Game Room with Golf Simulator:**

The Game Room with Golf Simulator is available to all tenants free of charge weekdays from 7:00 a.m. - 7:00 p.m. The Golf Simulator offers multiple games including virtual golf, cornhole, bowling, and skeet shooting. The Game Room also has a shuffleboard table. The Game Room is available for private reservations weekdays from 7:00 a.m. to 7:00 p.m.

## **Hospitality Bar & Lounge:**

The Hospitality Bar & Lounge has bar stool seating, beer taps for private events, and individual liquor cabinets may be reserved free of charge for tenants to store alcohol for events and happy hours. The Lounge features a variety of elegant and comfortable seating surrounding a statement fireplace. The Hospitality Bar & Lounge is available for private business events weekdays from 3:00 p.m. until 8:00 p.m.

## **Wellness/Mother's Room:**

The Wellness/Mothers' Room is equipped with a sink, refrigerator and reclining seating. It is available free of charge to tenants on weekdays, 7:00 a.m. to 8:00 p.m.

## **Phone Rooms and Huddle Rooms:**

There are two Phone Rooms and three person Huddle Rooms available to all tenants, free of charge, and do not require prior reservations. These rooms are for short-term use, please limit time to under 60 minutes.

## **Reservation Policy:**

All Conference Room Reservations must be accompanied by proper reservation system. Reservations are not official until confirmed by the Capella Tower Property Management Team. Conference Rooms require a minimum of 24 hours prior authorization to reservation date.

## **Cancellation Policy:**

The cancellation policy refers to all conference room, lounge, and game room reservations.

All reservations must be made through reservation system.

Conference Rooms require a minimum of 24 hour prior authorization to reservation date.

Cancellations must be made 14 days prior to your event to avoid any charges.

If your reservation is canceled less than 14 days, but at least 48 hours prior to your event you will be billed half of your total rental fee based on the reservation system submitted.

If your reservation is canceled less than 48 hours prior to your event you will be billed for the entire rental fee, based on the reservation system.

Changes to the room set-up must be submitted 48 hours prior to your event to avoid additional fees. Any requests within 24 hours of your event will result in additional fees.

## Recommended Caterers & Service Providers

MOTHER DOUGH	motherdoughbakery.com	612-275-5926
ELITE CATERING	elitecatering.us	612-564-3777
CHOW GIRLS CATERING	chowgirls.net	612-203-0786
COSSETTA EVENTI	cossettaeventi.com	651-224-8419 or 651-602-0537
ACE CATERING	damicocatering.com/ace	612-238-4444
MINTAHOE	mintahoe.com	612-253-0255
DAVE'S DOWNTOWN	davesdowntown.com	612-339-8787
WITH A TWIST	twistbartendingservice.com	612-655-2369
LIQUID MOTION	4liquidmotion.com	612-293-5247
SPICY FETA	thenaughtygreek.com	612-293-5055
LUNDS & BYERLY'S	catering.lundsandbyerlys.com	952-897-9800

### Conference Room Amenities

110" TV SCREENS
DRY ERASE BOARDS & MARKERS
PODIUMS (2)
MICROPHONES (HANDHELD & LAPEL)
*BANQUET TABLES & LINENS
EASELS
CABLE TV
VIDEO CONFERENCING
*STAGING (2) 6' x 4' SECTIONS w/ STAIRS

### Kitchen Amenities

LARGE SINK
FULL-SIZE COMMERCIAL REFRIGERATOR
COFFEE MAKER W/ HOT WATER SPOUT
DISHWASHER
MICROWAVE
ICE MAKER
COOKIE OVEN

*\*asterisk signifies additional charges*



*W*ELC*OME*