



CORE21 EVENT ROOM – RENTAL AGREEMENT

The CORE21 Event Room, located at 21 Simcoe Street South, Oshawa, is an 835 square foot space suitable to accommodate seminars, workshops, artistic displays, large group meetings, social events and the like.

Easily located inside the main entrance to CORE21 Oshawa, the space includes furnishings which may be configured to suit your meeting requirements. The room also includes a small kitchenette area for your event refreshments.

Daily Event Rental Rates are as follows:

- \$200.00 + GST for CORE21 Members
- \$230.00 + GST for External Clients

Renters of the CORE21 Event Room agree to be bound by the following Terms and Conditions:

1. Both members and external clients are welcome to rent the CORE21 Event Room.
2. Prior to booking, please consider time required to set-up and clean up the space and include in the time you book for your event.
3. This room supports collaborative, business or interest related events such as seminars, team building events, workshops, artistic showings, etc. This space is not available for personal events such as weddings, parties, or similar events requiring loud music.
4. In order to respect the members and neighbours of CORE21, any amplified noise is not allowed during the primary business hours of 8:30am to 4:30 pm, Monday to Friday. In addition, there can be no amplified noise after 11 pm. It is important to ensure that any noise from any event be kept to a modest level.
5. CORE21 is open to its members all day, every day. They may access the space in a way that does not interfere with your event and your guests. If your event requires exclusivity or is otherwise sensitive, the CORE21 Event Room may not be the right space for your event.
6. We have the following free equipment available for use by renters of the space:
 - Flipcharts and markers
 - Screen
 - Up to 60 chairs
 - Projector
 - Tables – CORE21 will bring in tables specific to event requirements

Any additional equipment requirements are the responsibility of the renter and must be reviewed with the management of CORE21 Oshawa and brought in at the renter's expense. Please see CORE21 staff for a list of service/equipment providers.

7. The kitchenette is simply a counter area, refrigerator, sink and serving place. It does not come kitchen-equipped or stocked. It is available for use during your event and must be returned clean as you found it upon your departure. You are welcome to bring food and drink into the space, through a caterer or other means at your own choice and expense. We are able to provide a list of caterers if needed.
8. The space must be left in the same condition as it was found. This includes storing the furniture, cleaning the counter areas and tables, and taking out any garbage and recycling that your event produces.
9. A Damage Security Deposit of \$200.00 is also required upon booking. If it is found that there has been damage to the space, furniture or equipment, or if the space is not properly cleaned, the damage deposit will be cashed by CORE21.

How to Book the CORE21 Event Room:

Register Online at www.core21.ca, call us 905-725-6737 or email us info@core21.ca.

Booking Online:

1. First check our online calendar for availability
2. Complete and submit the online event room booking request form
3. Upon approval of your request, you will receive an email outlining next steps with the payment options. A fifty (50%) deposit is required upon booking the event room.

CANCELLATIONS:

Cancellations will be accepted up to 5 days prior to your event and can be done in person, by phone or email. Any monies paid out at that time, will be refunded.

If cancellation occurs within 5 days and up to 24 hours before your event, you will be charged your 50% deposit but the full damage deposit will be returned to you.

Cancellations made within 24 hours of the event will be charged the full event room rental fee (including the remaining 50% balance on the room) . Your damage deposit will be refunded.

If you would like to have a look at the space, please feel free to contact CORE21 to arrange a viewing during our regular business hours of 8:30am to 4:30 pm, Monday to Friday.

The undersigned agrees to abide by the Terms and Conditions of this rental agreement:

CORE21, Oshawa
21 Simcoe Street South
Oshawa, ON, L1H 4G1

Name of Organization
Street Address
City, Province, Postal Code

Signature:

Signature:

Printed Name and Title:

Printed Name and Title:

Date:

Date: