



CORE21 EVENT ROOM – RENTAL AGREEMENT

The CORE21 Event Room, located at 21 Simcoe Street South, Oshawa, is an 835 square foot multi-purpose space suitable to accommodate business seminars, workshops, webinars, large group meetings, special 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.

Event Room Rental Rates are as follows:

- Full Day Event
 - \$200.00 + HST for CORE21 Members
 - \$250.00 + HST for Non-Member Clients

- Events by the Hour
 - \$40/hr + HST for CORE21 Members
 - \$50/hr +HST for Non-Member Clients

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

1. Both members and non-members 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, networking events, 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, it is important to ensure that any noise from any event be kept to a modest level.
5. CORE21 is open to its members extended hours 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
 - Pull-Down Screen
 - Up to 50 chairs
 - 6 – five foot tables
 - White tablecloths
 - 12 cup standard kitchen coffeemaker (you provide the coffee/milk/cream/sugar, cups etc)

Any additional equipment requirements are the responsibility of the renter and must be reviewed with the management of CORE21 Oshawa and brought in at your own expense. Please see CORE21 staff for recommendations on service/equipment providers.

7. The kitchenette is simply a counter area, refrigerator, sink and serving place. It does not come kitchen-equipped or stocked. 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 recommendations for caterers if requested.
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. Please Note: The Event Room comes equipped with a white board painted wall at the east end of the room. Please be advised that ONLY the dry-erase markers provided are to be used on this wall.

Book the CORE21 Event Room one of the following ways:

- Call us at 905-725-6737;
- Email us at info@core21.ca.

CANCELLATIONS:

Cancellations will be accepted up to 5 days prior to your event and can be done in person, by phone or email.

If cancellation occurs within 5 days and up to 24 hours before your event, you will be charged 50% of the total room charge.

Cancellations made within 24 hours of the event will be charged the full event room rental fee.

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 9:00am to 4:00 pm, Monday to Friday.

Event Details

Organization Name _____

Contact Person: _____

Phone Number and Email: _____

Nature of Event: _____

Date of Event: _____

Event Start and End Time: _____

The undersigned agrees to abide by the Terms and Conditions of this rental agreement and agrees to release, hold harmless, and indemnify CORE21 Oshawa from any and all liability, costs or other claims resulting from any and all claims originating as a result of the Organization's use of the premises, and equipment.

Signature: _____

Date: _____