



EVENT SPACE RENTAL POLICIES

Thanks for booking your event at Innovation Works – high five! We love to have fun. The following few pages will give you an idea of what to expect.

Booking Time

Your booking must include set-up and tear-down time; if you use less or more time than originally agreed to, Innovation Works will bill accordingly. The latest event guests may stay on the premises for any booking is 11pm. You can remain on-site after 11pm to clean up after the event.

Type of Event

Innovation Works is a social enterprise with a mission to catalyze and support worldchanging initiatives. We like to ensure that any events held in our space are in keeping with our mission. Our event space is not suitable for personal lifestyle or religious events such as weddings or birthdays. If the nature of the event changes significantly from the time you book the space, let us know.

If there are major changes to the nature of your event and you don't let us know, we may have to charge you additional administrative fees. We'd rather that doesn't happen so keep us in the loop.

Note: Absolutely no drugs, smoking or illegal activities allowed within the building or surrounding property.

Fees and Invoicing

To reserve one of our event spaces, a 25% deposit of the total amount and a signed contract is required. You will be sent an e-invoice via our online accounting system. If we don't receive your deposit within ten business (10) days of receiving a contract, we will release your event date.

The remaining balance will be payable 24 hours prior to your event. There is also a damage deposit required (see below).

All fees are subject to HST. E-invoices can be paid either by cheque or EFT.

Damage Deposit

You are required to submit a Damage Deposit of \$500 in the form of cheque payable to Pillar Nonprofit Network ten (10) days before the event or during the Site Visit.

Up to \$500 of the damage deposit can be cashed:

- a) If there are damages to Innovation Works' furniture, equipment, or Innovation Works' Edgar and Joe's Cafe area, you'll be charged the full amount of the damages incurred to Innovation Works.
- b) If the space is left substantially unclean and cleaners have to be hired, you'll be charged \$60 for The London Life Solutions Lab or \$120 per hour for the Innovation Works Commons spaces.
- c) If you fail to pay the fees associated with your event, the entire damage deposit will be cashed and you'll lose the ability to rent with Innovation Works (see below)

We may have to charge additional amounts if your event negatively impacted our regular business operations. So don't do that, please.

If there are no issues with the space post-event, you'll be given the options of:

- a) Having it returned after your event
- b) Having the cheque shredded

You could lose the ability to rent Innovation Works Event space if:

- a) There are any valid complaints from more than 1 of our Innovation Works Co-Tenants
- b) There are noise complaints from our neighbours in the physical area surrounding 201 King street
- c) You fail to pay the fees associated with your event once you've received the official invoice

Events Staff

All events will have an events staff person present for the duration of the event.

The events staff will be responsible for conducting several checks throughout the event, enforcing policies, and ensuring the safety of our event spaces. The events staff's main responsibility is not to provide event support (such as cleaning or reception duties) but to oversee on behalf of Innovation Works.

If your and/or your guests are not behaving according to our policies, we may have to shut off the power and ask your guests to leave. If we do, we will always:

- 1) Give the event organizer a warning that policy is not being followed
- 2) If the problem continues, you'll will be notified that the power will get shut off and your guests will be asked to leave
- 3) If step 2 is not taken seriously, the power is shut off
- 4) If action is not taken by the time step 3 happens, the police will be called, no exceptions

Right of Entry

Innovation Works is open to its co-tenants 12 hours a day, 5 days a week. Co-tenants and Innovation Works have the right to access the space in a way that does not interfere with your event and your guests. You can't refuse entry to co-tenants who are passing through the space. We won't get in the way.

Event Passes

Although Innovation works is open to co-tenants as noted above in Right of Entry, all entrances to Innovation Works are locked Monday-Friday before 8:00am and after 4:30pm and during the weekends. Innovation Works staff may provide you with an event pass in the event that a staff member cannot be present for an afterhours or weekend event. In which case, you will sign-out an event pass from an Innovation Works staff member prior to the event date.

This event pass will give you access to the space but will not unlock the doors to the public. You must be present at all times during event space rental to ensure controlled access of Innovation Works from anyone not registered for the event. The event pass must be returned to Innovation Works within 48 hours after the even has ended. If lost, broken, or stolen, you will be charged a \$50 fee to have the pass replaced.

Noise and Loitering

No amplified music or sound is allowed after 11pm. You cannot use amplified noise during daytime events occurring on weekdays because our co-tenants are trying to work. Music must be kept at a modest level, where regular conversation can be heard coherently. The events staff person will turn down or shut off music if needed. Guests attending the Event shouldn't loiter in any surrounding alleyways or in front of the building. You are responsible for the actions of your guests.

Food Service

Our preferred caterer is our in-house café, Edgar & Joe's Café. Catering requests are to be dealt with by the Renter and their chosen caterer. Innovation Works will strive to accommodate your Event needs to align with our Zero Waste Policy.

Innovation Works' Zero Waste Policy: we strive to produce as little waste as possible. This means avoiding disposable items, especially bottled water, and using kitchenware and non-disposable platters as much as possible. For large events, biodegradable disposable items are a preferred option. Please be mindful when choosing your caterer – ask for our Preferred list.

Alcohol Service

If you will be serving alcohol during your event, you will have the option of hiring bartenders via Innovation Works' Edgar and Joe's Cafe. If this is the case, you will liaison with Edgar and Joe's Cafe and ensure payments are made to them separately.

If you decide to provide alcohol service independently, you will have to apply for a Special Occasions Permit (SOP) from the LCBO in advance of the event. A copy of the SOP must be supplied to Innovation Works in advance of the event and posted visibly on the wall during bar service on the date of the Event. You must supply Innovation Works with the identification # of the Smart Serve Certified individual who will be responsible for the distribution and consumption of alcohol during the Event.

It is a requirement to serve food during alcohol service in compliance by the policies outlined by the AGCO. We will not allow sale or distribution of alcohol if the above information is not provided in advance of the event.

Condition of Premises

Innovation Works provides the event space as-is, unless there is a written agreement between you and Innovation Works. You are expected to leave the space in the same or similar condition as when you entered. You will be responsible for any damage caused to the space beyond ordinary wear and tear.

Cancellations

If the Renter cancels the reservation for the event before 10 business days of the event date, Innovation Works will ensure you are not charged for the entire event fee, and you will receive the damage deposit back.

If you don't cancel within 10 business days of the event date, you will be charged the entire event fee, but will receive the damage deposit back.

Capacity

The maximum number of people is 110 for the Innovation Works Commons, 38 for the London Life Solutions Lab.

Innovation Works' Edgar and Joe's Café

Rental of Innovation Works event space does not include the use of Innovation Works Edgar and Joe's Cafe property. This includes the Edgar and Joe's Cafe bar/countertop and space behind it and their kitchen.

External Items

All external rental items and equipment, and personal items belonging to you and/or your guests should be removed by the end of tear-down. Any exceptions to this rule must be approved by the events staff person, who will notify us.

Decorations and Rentals

You are responsible for decoration set-up, teardown, and removal. Please use painter's tape or sticky tack on our walls, not paint-peeling tape or thumbtacks! Major decorations (studio lights, ice machines, etc.) may require approval by the events coordinator.

Invitations and Printed Materials

Use of Innovation Works' logo and/or any image reproduced of Innovation Works' buildings is expressly prohibited unless prior written approval for use and reproduction has been obtained from an Innovation Works representative.

Utilities

Electrical power and outlets at Innovation Works are limited. Special electrical requirements such as sound systems and lights must be arranged in advance of the event.

Whew! I think we covered everything. If not, email bookings@innovationworkslondon.ca and we'll fill in any blanks.