ARIDO Association of Registered Interior Designers of Ontario
MAKE SPACE FOR GOOD DESIGN.

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Information on ARIDO Space Rental

General Philosophy Re: the rental of ARIDO's Office Space

The Association for Registered Interior Designers (ARIDO) has space available which it rents out for meetings and/or events. In 2010, ARIDO brought a unique design vision to life which now serves as the office headquarters for ARIDO, Interior Designers of Canada (IDC) and IDCEC. Proud of their new home, ARIDO welcomes the opportunity to share this unique space with their members, the interior design industry and other organizations to help our communities come together to learn, socialize and network.

RENTAL APPLICATION AND RENTAL AGREEMENT

All booking requests must be submitted in writing, using the Meeting/Event Space Rental Application.

You will be asked to sign a Rental Agreement before the booking can be confirmed.

Tentative bookings cannot be guaranteed. If another party is prepared to make a definite commitment any time during your tentative booking, we reserve the right to contact you and require that the Space Rental Agreement be signed and that full payment be received within twenty-four (24) hours to secure the space.

All meeting requests must be approved by ARIDO Management. ARIDO management has the right to refuse booking requests.

ARIDO's Office Space – Overview

Rental Hours
Rental facilities are available between 8:00 am and 11:00 pm, Monday to Sunday. Facilities may be viewed during ARIDO's regular business hours Monday to Friday from 9:00 am to 4:00 pm.

Reception area

- reception area and conferencing centre that can double as an event space; for example, the reception desk can also be used as a bar.
- the architectural vision for the space was to respect the integrity of the post + beam building. All new interior build-out is disconnected – creating volumes within a volume (expose all perimeter bricks, expose existing hardwood floors, expose wood beams, columns + ceiling)

Boardrooms [conference centre]

- large double doors, when open, creates larger event space
- operable partition between 2 rooms allow flexibility of use + different meeting scenarios depending on group sizes and audio-visual needs.
- custom graphic illustrates a historical timeline of the association since its inception
- a sophisticated audio-visual system allows for communication via video-conference
- sliding partition showcases a custom graphic of the Toy Factory building at 43 Hanna

Servery

- servery functions as support for catered events: the sliding door allows food set-up without disrupting meetings (contains fridge/freezer, convection oven and sink)

Open meeting rooms

- drywall monoliths are detached from base building shell, creating privacy between areas, yet maintaining the impression of openness
- members lounge: a place for members to meet casually or work at the hoteling counter
- staff lounge/informal meeting area: the round table is more inclusive - ideal for internal meetings and team collaboration

Event Types

ARIDO spaces may be used for industry lectures, industry workshops, industry meetings, industry small dinners, industry receptions, industry events, industry ceremonies (excluding personal events, i.e. weddings). Political and Religious rallies are not permitted. Other events not listed are subject to the approval of ARIDO Management at the time of inquiry and application.

Workshop Materials

Workshops that require materials for demonstrations and hands on experiments may be subject to the approval of ARIDO management to ensure that no damage is done to existing property and/or furniture within the space.

Food and Beverages

Food and drink may be served and consumed within the ARIDO space. The Rental Party can select one of the ARIDO approved caterers for bookings.

Moving Large Items In

If a Rental Party requires large items to be brought into ARIDO space for their event, Toy Factory Lofts require that an elevator be booked through their front security desk. Moving can take place during the day and up until 9:00 pm.

Entertainment/Services

The use of external entertainment or services (i.e. musicians and caterers) are the responsibility of the rental party and not ARIDO.

Staffing

ARIDO staff are not responsible for any external event or meeting that take place the ARIDO premises. ARIDO staff will provide a demonstration session to the appointed Rental Party representative to ensure that they have a clear understanding of the rental space, AV operations and clean up requirements. This demonstration session will occur prior to the date of the event/meeting.

Insurance

ARIDO's liability insurance does not protect or cover a Renter who chooses to rent out ARIDO space. The Renter must maintain its own insurance as outlined in the

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ARIDO SPACE AVAILABLE FOR RENT

Small Board Room

- Mid-size board room table with chairs (seats 12)

Large Board Room

- Large Board room table with chairs (seats 17);
- Access to server.

Reception and Meeting Rooms Combined

- Small and large board rooms combined either open concept or separated, classroom or meeting room ;
- Reception area
- Member and Staff Lounge areas
- Servery

BOOKINGS

- ✓ ARIDO space can be reserved for meetings or events up to sixty (60) days in advance and no less than twenty (20) days in advance;
- ✓ Reservations are accepted on a first-come, first-serve basis*
- ✓ Rental space is available during and after the Association's regular operating hours, when not otherwise in use and in accordance with this policy;
- ✓ The convener of any function shall be to last to leave in order to ensure that all guests and attendees vacate the event space;
- ✓ A minimum 48 hour cancellation notice is required;
- ✓ Set up is the responsibility of the rental person(s) or group(s);
- ✓ Clean up fees are incorporated into the rental rates;
- ✓ An ARIDO space rental application and agreement must be completed and submitted for all bookings. No space is booked until ARIDO management approves a space rental application and agreement form.

* ARIDO reserves the right to reject, adjust and/or reschedule bookings which conflict with Association business, events and/or meetings, as per the **Meeting/Event Space Rental Application and Agreement.**

RENTAL RATES:

Rates for the space rental effective January 1, 2012, excluding HST:

	Small Meeting Room	**Large Meeting Room**	**Small & Large Meeting Room plus Reception area**
IDC Member[3]	No charge[1]	No charge[1]	$ 500.00[2]
Association[4]	$ 50.00[1]	$ 150.00[1&2]	$ 500.00[2]
External Company	$ 75.00[1]	$ 200.00[1&2]	$ 800.00[2]

[1]Coffee Service is included in rental rates.
[2]Security deposit is required.
[3]Industry or full IDC Member
[4]Excludes where ARIDO, IDC or IDCEC are hosting.

ARIDO accepts payment by cheque and all major credit cards. A $5.00 fee will be charged by ARIDO for all N.S.F. cheques.

Room Dimensions and Capacities					
Room	**Room Dimensions**	**Reception**	**Classroom**	**Theatre**	**Boardroom**
Small Meeting room	13'-3" x 19'-11"	N/A	N/A	N/A	12
Large Meeting Room	28'-9"	N/A	25	30	18
Small & Large Meeting Room plus Reception	13'-3" x 19'-11" 28'-9" 21'-4" x32'-5"	120	30	40	37

Rental rates are subject to change from time to time.

Equipment included with space rental:

- Small Board Room, Board Table and Chairs;
- Large Board Room, Board Table and Chairs;
- Polycom;
- Microphones: 1 handheld;
- Projection system with LCD TV Screens in small and large rooms and reception;
- Computer connection, wireless keyboard and mouse;
- Lounge furniture throughout reception area;
- Refrigerator and convection oven for catered events located within the space;
- Large whiteboard (removable wall);
- Limited supply of dishes, glasses, mugs and cutlery;
- Large coat closet;
- For larger events, reception desk may be used as a bar.

MEETING/EVENT SPACE RENTAL APPLICATION AND AGREEMENT:
Rental of ARIDO space is contingent upon agreement to, and signing of, both the Meeting/Event Space Rental Application and the Space Rental Agreement form. It is also subject to approval by ARIDO Management. For more information, or to submit an application to book ARIDO meeting/event space, call 416-921-2127 ext. 4221.