The Oakville, Milton and District Real Estate Board

Classrooms and Boardroom Rental Package

Host your next meeting with ease!

- Affordable rental rates
- Modern facilities
- AV equipment listed for each room included in the cost
- Free wireless internet
- Ability to bring in outside catering
- Close proximity to local shops and restaurants
- Great central locations

Oakville Office—Classroom and Boardroom
125 Navy Street
Oakville, ON L6J 2Z5
(2nd Floor)

Milton Office– Classroom
400 Main Street East, Suite 208
Milton, ON L9T 4X5
(2nd Floor)

To inquire about availability, please contact Brendan Stewart, Events Coordinator at:
E-mail: events@omdreb.on.ca
Phone: 905-844-6491 ext. 1110,
Fax: 905-844-6699
Website: www.omdreb.on.ca



The Oakville, Milton and District Real Estate Board

Meeting Room Information

Oakville Classroom (2nd Floor, no elevator)
125 Navy Street, Oakville, ON, L6J 2Z5

Capacity: Preset classroom style x 48 people
Dimensions: 49.5’ x 17.5’ (front of room), 49.5’ x 22’ (back)
Included:
-Modern wooden tables (easily movable)
-New padded arm chairs (easily movable)
-High-speed wireless internet
-Podium
-8’ Screen
-High definition ceiling mount projector with HDMI
-Laptop interface panel with audio and visual
-Wireless lapel microphone system
-47” HD LCD TV repeated video extension from projector and a ceiling mount audio system
-Power bar for additional AV equipment needs
-Flipchart and assorted markers
-Water cooler
-Access to kitchenette (please see section on kitchenettes on this page)

Milton Classroom (2nd Floor, elevator access in building)
400 Main Street East, Suite 208, Milton, ON, L9T 4X5

Capacity: Preset classroom style x 22 people
Dimensions: 24’ x 9.5’
Included:
-Modern wooden tables (easily movable)
-New padded arm chairs (easily movable)
-High-speed wireless internet
-60” TV screen and speakers
-Hookup (VGA connection) for multi-media presentation
-Power bar for additional AV equipment needs
-Flipchart and assorted markers
-Lectern
-Access to kitchenette (please see section on kitchenettes on this page)

Oakville Boardroom (2nd Floor, no elevator)
125 Navy Street, Oakville, ON, L6J 2Z5

Capacity: Preset boardroom style x 14 people
(13 with audio-visual presentation)
Dimensions: 15.5’ x 23’
Included:
-Modern-style boardroom table, 3 power outlets on table
-New leather swivel arm chairs
-Secretary’s table with 15th chair
-5’ Screen
-High definition ceiling mount projector
-Conference phone
-Power bar for AV equipment
-Water cooler
-Access to kitchenette (please see section on kitchenettes on this page)

Oakville Location Kitchenette (2nd Floor, no elevator)

Dimensions: 13.5’ x 12.5’
Included:
-Fridge space limited
-Bar-height table and 4 bar stools, counter-top for a buffet station
-Use of sink
*Booked in advance on a first come, first serve basis

Milton Kitchenette (2nd Floor, elevator access in building)
Included:
-Fridge space limited
-Counter space limited
-Use of sink

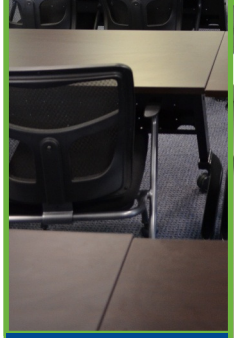
The Oakville, Milton and District Real Estate Board

Meeting Room Photos



Oakville Classroom (View of Front) ←





Oakville Classroom (View of Back) →



↑ Oakville Classroom (Setup Customized by Convenor)



Oakville Boardroom ← →



The Oakville, Milton and District Real Estate Board

Meeting Room Photos

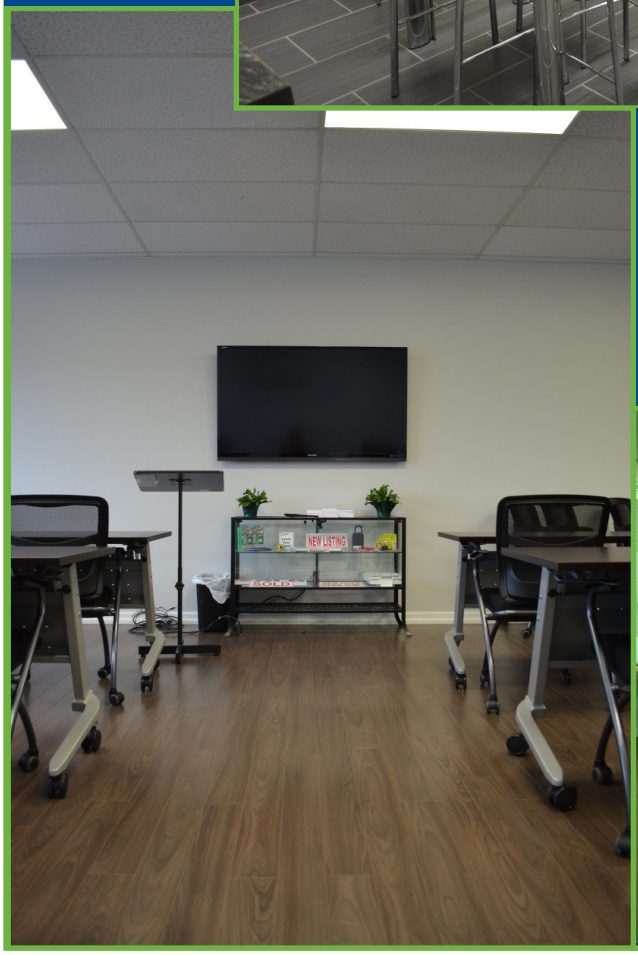
Oakville Office Kitchenette →



Milton Office Kitchenette ↓



← Milton Classroom ↓





The Oakville, Milton and District Real Estate Board

General Rental Information

Office Hours

Monday—Friday, 8:30 am—4:30 pm

*The Oakville office can be open early at 8:00 am and stay open late until 5:00 pm for an additional $25 per each half-hour.

Parking

Milton Location: Free on-site parking.

Oakville Location: Convenor is permitted to park in the OMDREB Office parking lot free of charge, for up to 1 vehicle. Nearby parking for all other attendees is available at the closest municipal parking lot (Lot #1 on the Oakville parking map) is on Church Street, located around the corner. Alternatively, Lot #6A on Randall Street (1.5 blocks away) offers 9-hour parking for $8.00, Lot #11A offers a 9-hour limit for $1.00 per hour, Lot #11B offers a 9-hour limit for $5.00 (please note Lots #11A and #11B are down the hill). In addition, metered street parking is available in the area (please take break times into consideration for attendees to feed their parking meters). Parking tokens can be bought at the reception desk. Please note that credit cards are now accepted at all parking machines. For more information and a map of local Downtown Oakville parking lots, please visit the below website: **http://www.oakville.ca/townhall/municipal-parking-lots-garages.html**

Food & Beverage

There are many local restaurants, coffee shops, and grocery stores for your attendees' meal breaks. We do permit outside catering with exception to items with red sauce in the Oakville Boardroom. Coffee service is available in-house.

Audio-Visual Equipment

Rooms are preset with the listed AV equipment. All items listed (in each particular room) are included in the rental cost. For use of additional AV equipment, groups are permitted to bring in external equipment.

Alcohol/Special Occasion Permits

A Special Occasion Permit is required and must be arranged by the client well in advance. A copy must be on file with The Oakville, Milton and District Real Estate Board 1 week before your event takes place.

Please visit **http://www.agco.on.ca/en/whatwedo/permit_special.aspx** for more information, or contact our closest LCBO store in Oakville at 276 Lakeshore Road East, 905-844-6852.

Wireless Internet Password

Please see the front desk at the beginning of your event to obtain the password for our high-speed wireless internet.

Setup & Teardown

We ask our meeting space be left cleaned up when you leave. Garbage containers will be available in the room for any food trash you have, and additional garbage bags are available upon request. In addition, as the rooms are pre-set, furniture must be returned back in place so it is ready for the next meeting if you choose to make changes. Please note the Board Office hours when taking setup and teardown time into consideration.

***Please read the Terms & Conditions of the "Room Rental Agreement" for more information**

The Oakville, Milton and District Real Estate Board

Room Rental Agreement Part 1 (Please Complete)

Company/Member Name:_____

Contact Name:_____

Address:_____

City:_____Province:_____Postal Code:_____

Phone:_____Fax:_____Email:_____

Method of Payment: ☐VISA ☐MasterCard ☐Cheque (please attach to signed agreement)
***Credit card number must be on file, regardless of payment method, to cover incidentals**

Card #_____Expiry Date:_____

Name on Card:_____Signature:_____

Name(s) of on-site contact(s) who are authorized for additional expenses during the meeting (i.e. extra coffee, photocopies):

_____

☐Oakville Classroom	$199 (full day)	$99 (4 hours or less)	*Preset classroom style
☐Oakville Boardroom	$149 (full day)	$75 (4 hours or less)	*Preset boardroom style
☐Milton Classroom	$199 (full day)	$99 (4 hours or less)	*Preset classroom style
☐Oakville Kitchenette	(Included in rental; booked on a first-come, first serve basis)		

Date of event:_____Type of event:_____

Setup time:_____ to _____ Meeting time:_____ to _____ Teardown time: _____ to _____
***Please note office hours, and take clean-up time into consideration. $25 per half-hour applies for 8:00am start or 5:00pm end**

Number of guests:_____ Will alcohol be served? ☐Yes ☐No Will outside food be served? ☐Yes ☐No

I require coffee/tea service: $10 per urn, serves 10 guests (Oakville only; coffee included with Milton Classroom) ☐Yes ☐No
Coffee/tea service time(s): _____; _____; _____; _____ ***Coffee machine in Milton makes individual cups**
Number of urns per service time (Oakville only): ☐1 ☐2 ☐3 ☐4 ☐5

Audio-visual equipment (items listed in each room are included in the rental cost. Additional requests must be pre-approved and may result in a $25 charge, pending availability):
☐Screen (Oakville only) ☐LCD Projector (Oakville only) ☐Flipchart & Markers (Oakville/Milton Classrooms only)
☐Wireless Internet ☐TV Screen with AV Hook-Up (Milton only) ☐Tripod easel (Oakville only, availability limited)
☐Conference Phone (Oakville Boardroom only, long distance charges extra)

***HST not included in above prices. Prices subject to change. Please complete both "Rental Agreement" forms and e-mail events@omdreb.on.ca or fax to 905-844-6699, attn: Events Coordinator**

The Oakville, Milton
and District Real Estate Board

Room Rental Agreement Part 2 (Please Complete)

Terms and Conditions

The full booking fee must be received at OMDREB seven (7) days prior to the rental. A signed contract must accompany all bookings to ensure room confirmation. Failure to do so may result in the release of your meeting space.

Cancellations must be received in writing no less than five (5) working days prior to the event to receive a full refund. Cancellations received with less than five (5) working days notice are liable for the entire rental fee.

If there is damage to furniture (chairs, tables, etc.), equipment, any other contents within the meeting room or OMDREB building, or damage to the room, building or property, the full repair/replacement cost will be charged to the convenor. Any decorations or signage must be pre-approved by OMDREB, including anything attached to the walls.

The convenor may use one (1) parking spot in the Oakville office parking lot. It is the convenor's responsibility to ensure all guests make alternative parking arrangements. Additional vehicles that use this lot must be asked to move immediately.

Any advertising done on the part of the convenor must contain a disclaimer acknowledging that the course is not sponsored nor endorsed by OMDREB*. Only the location can be used in advertising.

Seating and table arrangements must be co-ordinated by the convenor and all tables and chairs must be placed back into the original state. A fee of $150 will be levied for meeting space not returned to its original state after use.

The meeting space and kitchenette must be tidied before the convenor leaves. Additionally, glitter/confetti is not permitted in any meeting room, and food with red sauce is not permitted in the Oakville Boardroom due to the chairs being white. Excessive mess will result in a $150 cleaning fee levied against the facilitator. Each room will be provided with a garbage receptacle.

Booking of the Oakville kitchenette is done on a first-come, first-serve basis. Any groups booking it will not have use of the contents of the cupboards or fridge. Fridge space is limited, however groups are permitted to use it.

The convenor must be at least 18-years-old.

OMDREB is not responsible for lost, damaged, or stolen articles.

I have read and agree with the above terms and conditions of OMDREB. Meeting space will be placed on a tentative hold upon confirmation with the Events Coordinator. Failure to return a completed "Rental Agreement", including payment information, within two (2) business days may result in the release of meeting space.

Name (please print):_____

Company:_____

Signature:_____ Date:_____

Authorized by:_____ Date:_____

Please complete both "Rental Agreement" forms and
e-mail events@omdreb.on.ca or fax to 905-844-6699, attn: Events Coordinator