



VENTURE BAY STUDIO
OFFICE SHARE APPLICATION & POLICIES
Canadore College West Parry Sound
Phone: 705-746-9222 x7351
Email: venture.bay@canadorecollege.ca
Facebook: <https://www.facebook.com/VentureBayStudio>

Please complete and submit this application via email to venture.bay@canadorecollege.ca. We will review your request and inform you of the status as soon as possible. We adhere to COVID-19 safety protocols and expect our guests to do the same. In the subject line, please include your name/organization and "Office Share Application." We do not have a fax line; please submit applications via email.

HOURS

8:00am to 4:00pm (Victoria Day to Labour Day)
8:30am to 4:30pm (Labour Day to Victoria Day)

CONTACT INFORMATION			
FIRST NAME	LAST NAME	EMAIL	
ORGANIZATION NAME CONTACT NAME		TELEPHONE NUMBER	
ADDRESS	CITY/TOWN	PROVINCE	POSTAL CODE
Office Share is available for use free of charge with an approved booking. Please note that a minimum of two weeks' notice is required to make a booking.		DATE REQUEST (MM/DD/YYYY)	
Insurance Requirement: Please note, proof of insurance is required, naming "Canadore College of Applied Art and Technology" as an additionally insured party. If you do not have your own insurance, please see the information below for available coverage options through the college.		TIME REQUEST	
<input type="checkbox"/> I am providing my own insurance with "Canadore College of Applied Art and Technology" listed as additionally insured and have at least \$2,000,000 coverage (please attach your COI with this application). <input type="checkbox"/> I need to purchase insurance through Canadore College West Parry Sound – click here to purchase online and send copy to parry.sound@canadorecollege.ca		START:	END:
Please use this space to provide any additional information you think we should know:			

Canadore College West Parry Sound Campus Rental Policies

1. Please submit a Certificate of Insurance (naming "Canadore College of Applied Art and Technology" as an additional insured). Insurance can be purchased through the college at <https://canadorecollege.instantriskcoverage.com/login>. Full instructions attached. Indemnify and hold harmless the College from any claims, damages, or expenses. The minimum coverage limit should be \$2,000,000. Please note that the College is not liable for any damage to or loss of property.
2. Remove all belongings from the facility at the end of your booking. Please ensure the room is left in the same condition as it was found. There may be an additional charge for cleaning and/or damage.
3. Use the facility only on the specified dates and hours and vacate by the time shown on the permit.
4. Access is limited to Venture Bay Studio and the bathrooms. All other areas of the facility are off-limits.
5. All exterior doors must always remain closed and are not to be propped open.
6. No advertising is allowed on Canadore College property without prior written approval.
7. Use of facilities should minimize interference with normal College operations. Be considerate of other guests and staff and keep noise levels to a minimum.
8. Use of Canadore College technology is subject to prior approval.
9. Abide by all Federal, Provincial, and Municipal laws, and the College's conditions for space use.
10. Follow all safety regulations and guidelines while using the space. Familiarize yourself with the location of emergency exits and keep them clear at all times.
11. Smoking and vaping are restricted to designated areas at the edge of the parking lot.
12. Refrain from using scented products on campus.
13. Park vehicles in designated areas.
14. Obtain College approval for any special instructions or set-up in advance.
15. If the College is prevented by events of Force Majeure from making the Rental Premises available to Occupant as set forth herein, the Occupant agrees that College will be relieved of any liability financial or otherwise as a result of such event(s) of Force Majeure. An event of Force Majeure shall mean: acts of terrorism, strikes, labour disputes, including boycotts, Acts of God, government restrictions, judicial orders, fire or other casualty, civil commotion, loss of a utility, emergencies or other similar causes beyond the College's reasonable control which would make it illegal or impossible to permit use of the Rental Premises by Occupant as set forth herein.
16. Cancellation Policy: In the event two weeks' prior written notice is not received, full charges will apply.

If you have any questions, please don't hesitate to ask our staff for assistance!

Note: On behalf of the above Applicant the undersigned Authorized Representative agrees to accept responsibility for the observance of all Office Share Agreement regulations as detailed in this agreement; the prompt payment of any permit fee applicable; the payment of damages arising out of the use of Canadore College property. Balance of fees due upon receipt of invoice.

**Emergency contact for Canadore College is our 24/7 security service numbers
1-705-498-7244 AND 1-705-471-4288**

I have reviewed and acknowledge the policies:

Applicant Signature

Date (MM/DD/YYYY)



HOW TO USE THE IRC PORTAL

LINK TO PORTAL: <https://canadorecollege.intranriskcoverage.com>

STEP BY STEP DIRECTIONS

1. SIGN UP - Click on "Sign Up". Complete the fields with first name, last name, contact information and create a password.
2. LOGIN - The system will then ask you to log back on using the Email and Password you created. After logging in, you will see two questions relating to the Use of Application Agreement. These are to confirm that you will provide accurate information about the event, and that you read and agreed to the Privacy Policy. After answering, click "Confirm".
3. APPLICANT - On the next page, complete the information regarding the applicant. Add your or the company's name and address. This will allow the policy documents to be issued from the system. Once the information is complete, click "Next".
4. EVENT - You will now enter the details of your event. Follow the questions on this page that will prompt you through the process of identifying the type of event and the coverage required. Once you finalized the details about the facility and the type of activity, click "Next". Below is a template to help guide you in choosing a required liability limit:

\$2,000,000 Liability Limit	<p>1. Non Sporting Events or Occasions with No Alcohol. Examples may include: Anniversaries, art shows and exhibits, auctions, bazaars, birthday parties, bridge, chess clubs, crafts, dance parties, dance recitals, desk rentals, dinners, fashion shows, graduations, music recitals or other family celebrations (e.g. christenings, showers, graduations etc.), meetings, photo shoots, picnics, religious services, retirement parties, reunions, seasonal markets, seminars, speakers, talent shows, theatre performances, trade shows, weddings or other ceremonies, workshops/classroom instruction.</p> <p>2. Low Risk Sporting Events. Examples may include: Badminton, baton twirling, bowling, curling, dance lessons, horseshoes, lawn bowling, public skating, shuffle board, table tennis, tai chi, tennis.</p>
\$5,000,000 Liability Limit	<p>1. Non Sporting Events or Occasions with Alcohol. Examples may include: Anniversaries, art shows or auctions, banquets, bazaars, birthday parties, dance parties, dinners, engagement parties (e.g. Jack and Jill events), fashion shows, family celebrations (e.g. christenings, showers, graduations etc.), picnics, retirement parties, reunions, seasonal markets, weddings or other ceremonies.</p>



	<p>2. Medium Risk Sporting Events. Examples may include:</p> <p>Ball/roller/floor hockey, baseball, basketball, broomball, cheerleading, cricket, dodge ball, dry land training, field hockey, figure skating, fitness classes, frisbee, handball, non-contact sports (martial arts, pick up hockey, pick up lacrosse, touch/flag football), pickle ball, racquet ball, ringette, slo-pitch, soccer, softball, squash, swimming with life guard, synchronized swim, t-ball, track & field, volleyball, yoga.</p>
Excluded Events	<p>Please be sure to thoroughly review the excluded events and exhibitors listed in the quoting portal. If coverage is required for the excluded events, please reach out directly to Kennedy Insurance Brokers Inc. for formal quoting 705-472-5950.</p>

5. DATES - Here you will enter the times and dates of your event. Don't include set up and tear down times. You can add one or several dates. Once done, click "Next".
6. REVIEW – you will be provided with a review of the details you entered. At this time, you can go back and correct anything that is not reflected correctly on what type of coverage, or limit of coverage you are purchasing, as well as the applicants' details. You will also have to answer a few more questions regarding yourself/the company and the event. Click "Quote".
7. QUOTE – you will be presented with a quotation for the insurance coverage you wish to purchase. Should you wish to proceed, click "Purchase".
8. PURCHASE – The system will ask a few additional questions to assure you understand the coverage and exclusions in the policy. Once you confirm, click "Checkout". You will be directed to the payment page to enter your credit or debit card information.
9. POLICY DOCUMENTS – once the payment is completed. The system will automatically provide you a PDF of the document as well as send a copy to your registered email.
10. REVIEW OF PRIOR PURCHASES – should you not purchase immediately or wish to download past purchase. Click on "My Account" then "Application History" and all your prior applications will be there, and you'll be able to continue from where you stopped.
11. If you have any questions during this process, reach out to our support team at support@instanriskcoverage.com