

## RENTING THE SPAO FACILITY

SPAO is proud of its unique purpose-built space and is delighted that you are looking to host your event with us. Below you will find details on what to expect, pricing, and what SPAO can offer. Once you've read the details below, get started by sending us an email at [admin@spao.ca](mailto:admin@spao.ca) to tell us a little about who you are, what your event is, and how SPAO can help!

## AVAILABILITY

The SPAO Centre can be available for rental based on its part-time studies and special programming schedule. SPAO is often more readily available on weekends. Access to the space on the day of the rental starts at 5 hours and is generally 5PM to 10PM. Prep time and cleanup must take place within these hours.

## COST

A standard booking costs \$500, HST exempt. Every additional hour of rental costs an additional \$100. Some special accommodations can be made for your event, but may cost an additional fee. Is your event for a charitable organization, or are you a SPAO alumni? Let us know.

## SPACE

SPAO is able to comfortably hold approximately 70 people total for a stand up event throughout the main floor. For sit-down and table-top events that number will be reduced due to space constraints.

## FEATURES

A standard facility booking package includes:

- A staff member onsite for the duration of your event, who will act as your point of contact and will be able to answer questions or solve problems
- Access to our Photo-Synthesis Garden patio, The SPAO Centre gallery, and multifunctional studio space.
- Access to 3 washrooms, one of which is accessible
- 20 white chairs and a bar top
- Basic event lighting
- Access to audio-visual equipment:
  - Panasonic projector, which connects through an HDMI cable or through AirPlay
  - Bose speaker system; music or sound can play in the gallery and/or studio
- Other upgrades are available; email [admin@spao.ca](mailto:admin@spao.ca) to find out more and request specific upgrades (i.e. equipment, food and/or beverages, etc.)

Email [admin@spao.ca](mailto:admin@spao.ca) or phone 613-562-3824 to find out more.