

OTTAWA CONFERENCE AND EVENT CENTRE

200 Coventry Road
Ottawa, Ontario, K1K-4S3
Phone: 613-288-3450 Fax: 613-667-9888
E-mail: ppare@ottawacc.com

Function Agreement
Created : Monday, October 17, 2022

Booking: 37292
Tentative

For:

Nishnawbe Aski Legal Services

1805 Arthur Street East
Thunder Bay, ON
Canada P7E 2R6
Tel: 807-629-7031

Contact: George Edwards

Convenor: Terri Zoccolo
Tel: 807-629-7031

Phil Paré - Sales Manager

Bill To:

Nishnawbe Aski Legal Services

1805 Arthur Street East
Thunder Bay, ON
Canada P7E 2R6
Tel: 807-629-7031

Contact: Terri Zoccolo

Tel: 807-629-7031
Email: zoccolo.t@nlsnlp.com

Post As: Nishnawbe Aski Legal Services

First Function: November 15, 2022 Last Function: November 17, 2022

Tuesday, November 15, 2022 7:00 AM - 5:30 PM

Room 118 A

Rate: 500.00

Notes: Published meeting room rental is \$1500.00, however, with a minimum in food and beverage of \$60.00 per person per day the rental is reduced to \$500.00

Function: Meeting 8:00 AM - 5:00 PM

Layout: Classroom - (8' x 18")

Res: 12

Other Fees & Services

Audio Visual Requirements

Equipment can be arranged for our business partner, Advantage Audio Visual Rentals Ltd., and will be subject to their rate schedule, from the supplier. Additional charges will be added to the Contract for the use of audio visual equipment as needed, under our contract. A minimum charge of \$200.00 per hour or portion of hour applies per day, regardless of time.

Advantage Audio Visual - Telephone number: 613-727-9299 email: av@advantage.com

Authorized On Site Contact

Catering Policy

The Ottawa Conference and Event Centre reserves the right to be the sole supplier of all Food and Beverage requirements on premises.

Complimentary Parking

The OCEC offers complimentary UNPAID/ROUND parking.

All outside parking at the OCEC/MDL parking of our guests their hosts, made via the QR code available at the main reception desk to make or reserve complimentary parking. All guests not registered must make a fee. The OCEC is not responsible for anyone not registering their hosts' plans.

Regular Wireless Internet

*The Ottawa Conference and Event Centre offers complimentary WiFi to all guests.
Guest Access Network provided on Workgroup.*

Room Reconfiguration

The OCEC has the right to reconfigure the space and change the size of room when the client would not accept a proposed meeting. Meeting of Ottawa is within 100m of physical location, meeting rooms and podiums. In all cases, the client will be notified in advance.

Setup Requirements

Flip Chart w/Paper & Markers

Pitchers of Water

Please note that this is a standard requirement for all meetings.

Podium

Projector

Information

complimentary

1 @ 25.00

complimentary

1 @ 20.00


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Continued...

Booking: 37292

Ottawa Conference and Event Centre

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Click to search or contact. Alternative: 613-727-9200

Projector Screen

Includes small table and a daisie, incl.

Tables, 6 foot, per day

1 @ 50.00

2 @

complementar

Fix on registration with two chairs outside room where space permits

Fix on presentational materials at the front of the room with one chair

Electrical Requirements

In most cases, no extra power is required for AV equipment, additional charges will apply. Please advise Sales Manager on your electrical requirements.

Outlet Charge for Laptops

For a workstation in the meeting room's case office

@ 15.00

Breakfast 8:00 AM - 9:00 AM

Hot Breakfast

Chilled Fruit Juice

12 @ 22.00

French Baked Meat Croissants

Large Fruit Smoothie Flapjacks

Canadian Maple & Cinnamon Bacon

Cheese Home Fries w/ Canadian Style Onion and Peppers

Coffee, Tea and Complimentary Cook

Morning Coffee Break 10:15 AM

Heart Smart

Chilled Fruit Juice

12 @ 17.50

Assorted Fresh Fruit Cakes & Yoghurt and Granola with a Medley of Dried Fruits

Alto Yoghurt Fries

Coffee, Tea and Complimentary Cook

Lunch, Working 12:00 PM - 1:00 PM

Working Lunch Menu #1

Start in the Day

12 @ 35.00

Home Baked Beef, Mushroom, Kale and Medjool Cheeses and Pasta Cheese with a creamy blend of Parmesan, Cheddar and Pesto. Assorted Dried Cranberries and Good Raisins

Assorted Sandwiches and Wraps

Assortment of Artisanal Breads and Wraps filled with Fresh Salad, Egg, Tuna, Grilled Vegetables, Olive-Roasted

Turkey Breast and Baked Lentils, Home-Cooked Marinara, and Home-Dmade

Kosher Pickles, Malt & Oats

Alto Yoghurt Fries

Soft Drinks (cans)

Alto Yoghurt Fries

@ 3.00

Afternoon Coffee Break 2:15 PM

Heart Smart

Chilled Fruit Juice

12 @ 17.50

Assorted Fresh Fruit Cakes & Yoghurt and Granola with a Medley of Dried Fruits

Alto Yoghurt Fries

Coffee, Tea and Complimentary Cook

Wednesday, November 16, 2022 7:00 AM - 5:30 PM

Room 212

Rate: 500.00

Notes: Published meeting room rental is \$750.00, however, with a minimum in food and beverage of \$60.00 per person per day the rental is reduced to \$500.00

Function: Meeting 8:00 AM - 5:00 PM

Layout: Classroom - 8' x 18"

Res: 12

Other Fees & Services

Audio Visual Requirements

Equipment and services are available for hire from the Ottawa Conference and Event Centre. Additional charges will be billed to the Company for the use of audio visual services. An insurance deposit of \$200,000 per room is required at the time of booking.

For more information, please contact 613-727-9200 or visit our website at ottawacentre.com

Authorized On Site Contact

Catering Policy

The Ottawa Conference and Event Centre reserves the right to be the sole supplier of all Food and Beverage services on property.

Complimentary Parking

Information


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Continued...

The O.C.E.C. offers complimentary UNDERGROUND Parking

For outside parking in the OUTSIDE parking lot must reserve their license plate via the QR code available at www.ottawacentre.com in order to ensure complimentary outside parking. Any vehicles not registered in any province. The O.C.E.C. assumes no responsibility for anyone not reserving their license plate.

Regular Wireless Internet

The Ottawa Conference and Event Centre offers complimentary WiFi to all guests. Guest Access Network provided by WiLinkage

complementary

Room Reconfiguration

The O.C.E.C. has the right to reconfigure the size and change the size of room entered in the chart based on current regulations from the Ministry of Ontario regarding Covid-19 physical distancing measures and protocols. In all cases, the client will be notified in writing.

Setup Requirements

Flip Chart w/Paper & Markers

Pitchers of Water

Please use each table as a glass of refreshment water at all breaks and meals

Podium

Projector

Client to supply the media. Available at (613) 727-9200

Projector Screen

Includes wall, table and accessories only

Tables, 6 foot, per day

See our setup chart for more details on all room sizes and features. See our floor plan for details on the room and its layout.

1 @ 25.00
complementary

1 @ 20.00

1 @ 50.00

2 @
complementary

Electrical Requirements

For more information please contact our team at events@ottawacentre.com. Additional charges will apply. Please advise Sales Manager on your electrical requirements.

Outlet Charge for Laptops

For a maximum of 10 outlets per room's capacity

@ 15.00

Breakfast 8:00 AM - 9:00 AM

Hot Breakfast

Cold Fruit Juice
Eggs & Bacon / Meat / Cheese / Veg
Fruit / Yogurt / Smoothie / J.J.G.
Canadian Whole Grain Bread
Cottage Cheese / Fruit / Cream / Yogurt / Omelette / Puffins
Cereal / Fruit / Yogurt / Smoothie

12 @ 22.00

Morning Coffee Break 10:15 AM

Heart Smart

Cold Fruit Juice
Assorted Baked Fruit / Cakes / Yogurt and Caramel / Fruit / Muffins or Donuts / Fruit
Veg / Fruit / Yogurt
Cereal / Fruit / Yogurt / Smoothie

12 @ 17.50

Lunch, Working 12:00 PM - 1:00 PM

Working Lunch Menu #2

Assorted Cold / Baked
Cereal / Fruit / Yogurt
Homemade Spiced / Fruit / Smoothie / Veggie and Beef / Veg
Puffins / Fruit / Yogurt / Smoothie / Veggie and Beef / Veg
Veg / Fruit / Yogurt

10 @ 35.00

Soft Drinks (cans)

Local drinks available on consumption

@ 3.00

Afternoon Coffee Break 2:15 PM

Heart Smart

Cold Fruit Juice
Assorted Baked Fruit / Cakes / Yogurt and Caramel / Fruit / Muffins or Donuts / Fruit
Veg / Fruit / Yogurt
Cereal / Fruit / Yogurt / Smoothie

12 @ 17.50



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Thursday, November 17, 2022 7:00 AM - 5:30 PM
Room 212

Rate: 500.00

Notes: Published meeting room rental is \$1500.00, however, with a minimum in food and beverage of \$60.00 per person per day the rental is reduced to \$500.00

Function: Meeting 8:00 AM - 5:00 PM

Layout: Classroom - (8' x 18")

Res: 12

Other Fees & Services

Audio Visual Requirements

Equipment can be arranged to our in-house supplier, *Audio Visual Rental Ltd.*, and will be billed to you directly from the supplier. Additional charges will be added in the Contract for the use of additional outlets or an outside audio-visual company. A minimum charge of \$200.00 per room or session of 60 minutes per day will be made.

Attn: *Audio Visual Rental* number 613-727-9200 or email *info@avrental.com*

Authorized On Site Contact

Catering Policy

The Ottawa Conference and Event Centre reserves the right to be the sole supplier of all Food and Beverage requirements on property.

Complimentary Parking

The O.C.E.C. offers complimentary UNPLATED/ROUNDER parking.

In order to make use of O.C.E.C. parking for our members please be sure to take the QR code attached to the registration pass in order to ensure complimentary on-line parking. All vehicles not registered may incur a fee. The O.C.E.C. is not responsible for any on-site parking fees or restrictions.

Regular Wireless Internet

The Ottawa Conference and Event Centre provides complimentary WiFi for all guests. Contact: *IT Support* number 613-727-9200

Room Reconfiguration

The O.C.E.C. has the right to reconfigure the room layout to meet the needs of the client based on current availability. Ministry of Ottawa regarding Covid-19 physical distancing measures and protocols. It also reserves the right to reconfigure the room.

Shipping Policy

Shipping and handling charges for all shipping requirements will be the responsibility of the client and will be billed to the client by the Ottawa Conference and Event Centre.

The client is responsible for providing all materials, including the Ottawa Conference and Event Centre with any special requirements for the event such as: *AV, IT, and other services.*

Printing

Client is responsible for all printing, including printing and printing on request.

The client is responsible for the management of the event including the use of the event space and the client is responsible for the management of the event.

The client is responsible for the management of the event including the use of the event space and the client is responsible for the management of the event.

O.C.E.C. is not liable for any damages or loss of property. Client needs to ensure that all items, documents and files are backed up before the event. The client is responsible for the management of the event including the use of the event space and the client is responsible for the management of the event.

Setup Requirements

Flip Chart w/Paper & Markers

Pitchers of Water

Place on each table of water and water at all breaks and meals

Podium

Projector

Client is responsible for providing the projector. Attn: *AV Support* number 613-727-9200

Projector Screen

Includes installation and connection fees.

Tables, 6 foot, per day

Client is responsible for providing the tables. Client needs to ensure that all items, documents and files are backed up before the event. The client is responsible for the management of the event including the use of the event space and the client is responsible for the management of the event.

Electrical Requirements

Client is responsible for providing the electrical requirements. Client needs to ensure that all items, documents and files are backed up before the event. The client is responsible for the management of the event including the use of the event space and the client is responsible for the management of the event.

Outlet Charge for Laptops

Information

Information

1 @ 25.00
complementary

1 @ 20.00

1 @ 50.00

2 @
complementary

15.00

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TERMS & CONDITIONS**BILLING ARRANGEMENTS:**

- All bookings require a signed agreement and non-refundable, non-transferable deposit in order to consider an event confirmed. All deposits will be credited to the final invoice.
- A \$250.00 or 25% deposit whichever is greater is due upon signing.
- All functions must pay an additional 50% deposit sixty (60) days prior to the event.
- All functions booked less than sixty (60) days prior to the event will be responsible for a 75% initial deposit.
- Should the client wish to establish direct billing, a completed credit application must be forwarded to the Ottawa Conference and Event Centre at least thirty (30) days prior to the event date. The above deposit structure still applies.
- For all functions a credit card must be on file.

CANCELLATION/ POSTPONEMENT POLICY:

- If a function cancellation is made anytime after the contract is signed and the non-refundable/non-transferable deposit has been paid, a cancellation fee equivalent to the full-published room rental will apply, less any revenue recouped by the Conference Centre through resale of this space.
- If a function cancellation is made within sixty (60) days prior to a pending event, a cancellation fee equivalent to the full published room rental and 50% of the actual food and beverage revenue will be levied as liquidated revenue damages less any revenue recouped by the Conference Centre through the resale of this space.
- If a function cancellation is made within five (5) business days prior to an event, a cancellation fee equivalent to 100% of the actual food and beverage revenue and the actual room rental will be levied as liquidated revenue damages less any revenue recouped by the Conference Centre through the resale of this space.

EVENT POLICIES:

- Use of masking, clear packaging and plastic-based tapes are prohibited on all walls and surfaces, only painters tape is permitted.
- The Conference Centre reserves the right to control volume and sound levels at any time during the function.
- Decorating material that the client intends to bring for any event must be approved by the Conference Centre and must conform to the fire department regulations. Glitter, confetti, streamers will not be permitted.
- Animals, birds or pets are prohibited in the Conference Centre. Working dogs are permitted and must be brought to the attention of your Sales Manager prior to the scheduled event.
- The main entrances, atrium and pre-function space are considered public areas. All activities that use public areas such as registration, special exhibits, displays or signage must be approved by your Sales Manager in advance.

FOOD AND BEVERAGE GUARANTEES :

The Ottawa Conference and Event Centre is relying upon the food and beverage functions as outlined. The client agrees that a loss will be incurred by the Conference Centre if there is a cancellation or reduction in the number of food and beverage functions and the number of persons expected. Therefore, the following reduction in numbers will be permitted:

- Two (2) months or more prior to the function date, cancellation of up to 25% of the number of persons as per the original signed agreement will be accepted without penalty.
- Less than two (2) months prior to the function date, cancellation of up to 10% of the number of persons as per the original signed agreement will be accepted without penalty.
- Five (5) business days prior to the function date, cancellation of up to 5% of the number of persons as per the original signed agreement will be accepted without penalty. This guarantee (or attendance, whichever is greater) will be billed to your final invoice.

FOOD AND BEVERAGE POLICIES :

- All Food and Beverage selections need to be made sixty (60) days in advance of your first contracted date.
- The Ottawa Conference and Event Centre is pleased to offer alternative meals for those guests with special dietary constraints and or food allergies. Any special dietary constraints or food allergies must be made five (5) business days prior to the date of the event.
- The Ottawa Conference and Event Centre reserves the right to apply an additional surcharge for any dietary restrictions provided less than five (5) business days prior to the event.
- Any specific plates created in place of a buffet meal for individuals with special dietary constraints or food allergies that are not picked up will automatically be added to the final invoice at the full meal price in addition to the final number guarantees.

PLEASE SIGN THIS PAGE ONCE REVIEWED:

Tzade for George Edwards

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Continued... Terms & Conditions

FOOD AND BEVERAGE SUPPLIER:

The Ottawa Conference and Event Centre is the sole supplier of all Food and Beverage requirements on property (the only exception is wedding cakes) and specifically prohibits the removal of food and beverage from any catered function by the client. Alcoholic beverages will be served in accordance with the regulations of the Liquor Control Board of Ontario and the Alcohol Gaming Commission of Ontario.

FORCE MAJEURE:

This Contract may be terminated without liability to the Facility or to the Group if substantial performance of either party's obligations is prevented by an unforeseeable cause reasonably beyond that party's control. Such causes include but are not limited to acts of God; acts, regulations or orders of governmental authorities; epidemics, pandemics or other medical situations; fire, flood or explosion; war, disaster, civil disorder; curtailment of all transportation facilities or other emergency making it illegal or otherwise impossible to provide the facilities or the services or to hold the meeting; any delay in necessary and essential construction of the facility. If Force Majeure is in effect, deposits will be returned to the Group.

FUNCTION SPACE POLICY and FINAL DETAILS:

- a. Function space must be set for no more than 10% over the Food and Beverage guarantee up to a maximum of 20 persons.
- b. The Ottawa Conference and Event Centre reserves the right to assign appropriate function space based on in-house requirements and to reallocate function space should the final number of guests either exceed the maximum capacity or not meet the minimum number of guests required. If the size of the room required is larger, the additional room rental will be added to your final invoice.
- c. Should an event extend past the allocated amount of time, the Conference Centre may assess extensive in-house labour and damage fees including, but not limited to, charges affecting inconveniences to other groups committed to the Conference Centre and any overtime pay to Conference Centre staff.
- d. One set up per meeting room will be provided. Any set up changes will be subject to labour charges (see ancillary price list on our website) and will need prior approval from your Sales Manager.
- e. Function room rental includes set-up of room. Any changes to the original room set-up on the day of the function will result in an additional labour charge of \$150.00 per room changed that will be added to your final invoice.
- f. Final details, including but not limited to final numbers, allergies and floor plans are due to us no later than five (5) business days prior to an event. Anything later may result in the Ottawa Conference and Event Centre not being able to accommodate the requests or may result in an extra labour charge.
- g. All outside vendors must set up and dismantle within contracted times.

OVERNIGHT GUEST ROOM POLICY:

Should this booking have a guestroom block component, a confirmation letter will be sent to the primary contact from the Reservations Manager at the corresponding and chosen affiliated hotels. This confirmation letter will be separate from this function agreement.

STORAGE POLICY:

Due to limited storage space, delivery of material is permissible twenty-four (24) hours prior to the event date. Those items being delivered must be clearly marked with the event title, contact name and address. Materials must be removed from the Conference Centre on the last day of the event. The Ottawa Conference and Event Centre will not be responsible for damage or loss of any items left on the premises prior to, during or following the event.

THIS BANQUET EVENT ORDER WHEN OFFERED AS A TENTATIVE QUOTE WILL EXPIRE 60 DAYS FROM DATE INITIALED.

The Ottawa Conference and Event Centre has a zero tolerance for any un-welcome behavior. An event will be terminated immediately and the group evicted in the event of any vexatious or violent behavior that manifests itself in the form of conduct, verbal comments, actions, gestures, threats and illegal activity including breaking any municipal, provincial or federal laws.

Authorized Signatures: *[Signature]* for George Edwards

George Edwards
Nishnawbe Aski Legal Services

Date

Phil Paré
Ottawa Conference and Event Centre

Date Oct 24/22

Date: October 24, 2022

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OTTAWA CENTRE

Today's Date: Monday October 24, 2002

I, George Edwards (name of cardholder) hereby authorize the following charges.

Meeting/Conference/Event name: Nishnawbe-Aski Legal Services Training

Booking #: 37292

Meeting/Conference/Event date (s): Nov. 14-15-16, 17, 2002

AUTHORIZATION for: (please check)

Confirmation deposit(s) AND balance of all related meeting charges: Yes: _____ No: _____ <i>Please Note: An invoice will be sent to you prior to charging your credit card the balance</i>	Confirmation deposit(s): Yes: <input checked="" type="checkbox"/> No: _____ <i>If this card is just for the confirmation deposit(s), please indicate how you will be paying your final bill:</i> <input type="checkbox"/> Other Credit Card <input type="checkbox"/> Cheque <input type="checkbox"/> Direct Bill
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Will be paid via purchase order.

Please note unless pre-authorized for Direct Billing, net thirty (30) days, if final payment has not been received within 14 days after your event, your credit card on file will be charged the balance of your event.

I authorize payment with the following credit card:

4537 5000 1113 8578 exp: 10/25

Amex _____ Visa M/C _____

Cardholder Name: Holly Sitch Nishnawbe Aski Legal


Signature of authorized cardholder

Holly Sitch
Printed name of authorized cardholder

Please send receipt to:

Name: Nishnawbe-Aski Legal Services

Email address: gedwards@nanlegal.on.ca

Telephone #: 622-1413 Fax #: _____

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