



1273 Hollis St
Halifax, Nova Scotia
B3J 1T7
902-405-2655

<https://inspiringcommunities.ca/about/ns-govlab/>

RENTAL AGREEMENT

NS GovLab and Inspiring Communities host the space at 1273 Hollis for the purposes of a Social Innovation Lab. The work in this space allows people to cultivate relationships, value learning over knowing, feel needed, be their whole selves, and co-create a future for all Nova Scotians. Our space is open to people and organizations who reflect our ways of working and are committed to inclusive ways of working. The work done here is done in a container where people can test assumptions, develop ideas and practices towards solutions for complex challenges, and be creative.

The Space

The lab at 1273 Hollis St offers many options for organizations and individuals looking for working and meeting space which inspires collaboration and innovation. We have three larger meeting areas with a mix of tables, work chairs, and lounge areas for shared working and reflection. We can accommodate meetings of up to 75 people, depending your intended use. Our space is perfect for groups of approximately 30 working in circle, world cafes, focus groups, and social innovation ideation and prototyping. It is also perfect for larger receptions style gatherings. Please contact us if your use will be for more than 30 people, so we can determine if the space will work for your needs. **Sales activities are not permitted in the space, unless agreed to by NS GovLab and Inspiring Communities in advance.**

Our Rates

(Projector and audio are available at no extra cost. Please pre-arrange and test the equipment with your computer or tablet prior to the event starting)

\$125.00 ½ Day (up to 4 hours 7am – Noon, Noon – 5pm)

\$250.00 Full Day (up to 7.5 hours)

Weekends & Evenings (special request only): \$400 for 5-7 hours.

*If you need the space for less than 4 hours, contact us and let us know and we will do our best to accommodate.

Non-profit & Government & Partner Discount: 50%

Discounts also available based on needs, budgets, partnerships.

Accessibility

Our work and space are driven by our principles grounded in creating equity and safety for all stakeholders. We aim to build networks and connections grounded in a belief in the importance of relationships. We seek diversity and we invite people to be whole humans in the lab. We value work which pushes people outside of their comfort zones, with respect for learning and equity. We want to change systems while also allowing for whimsy, creativity, and wonder. To co-create a better future, we aim to start somewhere, and go everywhere.

Our space is modular, and the design can be shifted to meet your needs. To enter the building there are two access points. The front entrance off Hollis has a short staircase and two wide doors entering into the space. There is an entrance on Morris Street with a ramp. There are bus stops on Barrington and Lower Water St. Let us know your needs and we will do our best to accommodate wherever possible.



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Safety & Security

Our space is a shared open working space. There will be staff working on site for the duration of the rental agreement.

Renters agree to not:

- Block pathways any of the three exits of the space in the case of emergency.
- Block access to the fire extinguisher.
- Construct, erect, or attach any fixture to the floor, ceiling, or walls of the space or alter the space in any way without first obtaining written consent from NS GovLab and Inspiring Communities.

Renters are responsible for any and all damage resulting from the use of the space by any person admitted into the space by the renter.

A \$600 fee will be payable to Inspiring Communities in the event the building alarm being triggered.

Internet & Audio/Visual

There is a guest internet available for meetings (Network: NSGovLab-Guest; Pass: agefriendly). Use of our projector, speakers, and microphones is available, if prearranged and tested prior to the beginning of your event. You are required to provide a device (computer, tablet, etc.) with auxiliary audio connections and a video device with an HDMI connection.

Catering

Organizations and individuals renting the space at 1273 Hollis St are responsible for their own catering and agree to all liability relating to food & catering. If required and requested, renters may have access to a fridge and microwave. We ask that any catering brought into the space be provided by a social enterprise or a local business which aligns with our principles of accessibility and equity. We would prefer you not use single use plastics or Styrofoam for catering. If you use our dishes, we ask that you wash what you use. **Alcohol is not permitted on site for external functions.**

Set/up tear down/cleaning

Renters are responsible for their own set up of the space. We ask that you also return it to the way you found it. Garbage cans and sorting stations are available and should be emptied when you leave. Please remind your guests to use the sorting stations for organics, recyclables.

Booking the space

Contact us at 902-405-2655 or NSGovLab@novascotia.ca to determine if the space is available for the date and purpose you have in mind. Once that is confirmed, please complete the agreement. A \$50 deposit is required upon booking and payment for the remainder must be received one week prior to the event by e-transfer or cheque, C/O NS GovLab. Invoice and/or receipt can be provided via email.



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Inspiring Communities and NS GovLab grants permission for the use of the space at 1273 Hollis St as outlined to the terms and conditions of this agreement.

Organization	Contact person
Address	Dates Required and Times
Email	Phone Number
Number of people expected	
Purpose of the activity	
Resources requested (e.g. projector, audio, etc.)	
Special requests	
Do you require access to the accessible entrance for your guests? Please tell us more about the needs so we can be sure we can accommodate.	
Caterer details	
Total amount due	
The undersigned agrees to be bound by the conditions listed above and has the authority to sign on behalf of their organization. By agreeing to the use of the space the renter is releasing Inspiring Communities and NS GovLab from all liability which might arise from the use of the space by the renter. \$50 non-refundable deposit required upon booking. Full payment is due one-week in advance of the rental date.	
Name	Date
Signature	