

# LOOKING FOR A SPACE TO HOST YOUR NEXT EVENT?

Book our space at 123 Slater Street, Ottawa, Canada!

Cooperation Canada's office is located in the heart of downtown Ottawa. We offer meeting and event space rental at competitive rates for members and non-members. Let us take your event to the next level with our customizable event support and planning service. Contact us to find out more!

Our regular office hours are Monday - Friday, 8:00 am - 5:00 pm ET. Additional cost will be incurred for rental and staff support booked outside of regular office hours (subject to prior approval).

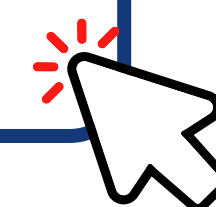
Please email [events@cooperation.ca](mailto:events@cooperation.ca) if you have questions.



Autumn in downtown Ottawa with foliage surrounding the cityscape.

Please complete the event support request form and send the form to us at least 6 WEEKS before your event to inquire about our rental spaces and in-person or hybrid event support. We will reach out to you as soon as possible to confirm availability.

**EVENT SUPPORT REQUEST FORM**





Room name	Capacity	Suitability	Full Day rate (max of 8 hours)		Hourly rate (min of 3 hours)		Event support (in addition to space rental)	
			Member	Non-member	Member	Non-member	Member	Non-member
W19	30	Large boardroom with large TV	\$500	\$1000	\$100	\$150	\$500	\$1000
W4	6-8	Medium boardroom with large TV	\$250	\$500	\$75	\$100	\$250	\$500
W21	30	Event, Lunch and Reception	\$500	\$1000	\$100	\$150	\$500	\$1000
W18, W13, W27, W1, W3, W6	4	Offices	Free to Cooperation Canada members only					

\*We are happy to offer flexibility in the room rental rates for smaller non-profit organizations upon request. If up to two of the meeting rooms are rented (large boardroom, medium boardroom and multipurpose room), we can offer members a 25% discount on both room rentals.

**Event support includes:**

- Basic AV support: mics and screen setup, hybrid event setup and coordination
- Event planning: two meetings to confirm logistical needs, connection to vendors, program development, online registration page and post-event survey.
- Event coordinator (day-of) : on-site dedicated staff for the event, room set-up and catering coordination.
- Limited communications support (for member events and events in partnership with Cooperation Canada)

Additional services	Price and Details
AV Support	\$75/hr, \$500/day
Interpretation Services	Live interpretation: rates vary, Wordly AI: \$75/hr or \$250/day
OWL (hybrid events)	\$20/hr, \$80/day
On-Site Printing	\$.27/page b&w, \$.80/page colour
Meeting Supplies	Prices vary






W21, Event, lunch and reception space



W4, Medium boardroom with large TV



W19, Large boardroom with large TV

 For more information about our meeting spaces and event support, [CLICK HERE](#).

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