

# COS RENTAL RULES AND REGULATIONS

## Opening Times:

- All COS facilities are open from 09h.00 to 00h.00
- At 00.00h the sound system will be turned off automatically
- Maximum event break down/cleaning and final check time is 00.30h
- **This means the final cleaning checklist is completed together with a COS Staff Member, and all event personnel have vacated the premises**
- If any event guests/personnel are remaining or, if the final checklist is not completed by 00.30h, the party host will be charged an additional €50 per each additional half hour, no exceptions!

## Contracts, Deposits, and Fees:

- You are free to place a booking request on a room at any given time via the COS Rental Website. Once COS has accepted your request, you are required to pay a down payment of 50% of the total rental price
- **Your booking is not confirmed until the 50% down payment is received**
- A additional **deposit** amount of €100 is also required at this time. This is to ensure that the final checklist has been sufficiently completed and submitted to a COS Staff Member and the building is vacated by 00.30h
- You may cancel your booking up to (2) weeks prior to your event date and your down payment and deposit will be refunded to you in full
- If you cancel your booking after the (2) week period, you forfeit your 50% down payment

## Discount for multiple room rentals:

- If you require the use of additional rooms during your booking, you will receive a discounted rental rate on these additional rooms.

## Room Set-Up:

- ***You have the room to rent for the exact times, set up, tear down***
- ***You may not use any tape/pins/stapes/etc. on any of the walls in any room. Only blue or white sticky tack is acceptable.***
- You are able to construct your own set up, as long as nothing is ever blocking any of the doors or exit paths
- At the conclusion of your rental you are required to reset the room to its normal position as you found it

## Sound

- Use of the atrium sound system is an additional €75
- A separate Sound System Use agreement must be signed and followed for use of the Atrium Sound System
- At 00.00hrs the sound system will automatically be switched off

## Additional Media Tools:

- COS has a beamer and screen available for rent
- COS has a flip chart available for rent
- ***We do NOT have a laptop or computer available***
- ***We do have wireless internet access***
- The cost of renting and using the beamer or flipchart is €30

## Atrium Organ:

- There is a working organ in the COS Atrium available for use by a qualified organist for an additional €75

## **Kitchen**

- When renting a room at COS, use of the coffee/tea auxiliary kitchen is included
- When renting the Atrium/Bar, use of the main kitchen and appliances is included (professional dishwasher, oven, and stove)
- Renting the full kitchen (serving supplies, crockery, cutlery) costs an additional €55
- If you require, coffee and tea supplies can be ordered for an additional €1 per person (based on total number of event guests)
- Outside caterers are welcome. If they bring and use all of their own supplies then rental of the full kitchen is not required.

## **Bar**

- The Bar includes the use of two bar refrigerators, wine glasses, beer glasses, and a bar sink

## **Room Supervisor:**

- While renting a room, you are the main contact person for your booking. You may also appoint a substitute contact person if you wish
- This person may contact our Rental Manager for any inquiries leading up to the event date
- On the day of the event, the rental contact person will receive the telephone number of our building concierge who can be contacted for any **unexpected** building issues, problems, or emergencies
- At the end of the rental, the concierge will be contacted to complete the final rental checklist together with the rental contact person
- Both the rental contact person and concierge will sign the final checklist together, after it has been completed

## **Damage, Theft, and Injury:**

- **The use of all COS Facilities is entirely at your own risk.**
- COS is not liable for any damage or theft of any personal property
- Children must be properly supervised as COS is not liable for any incident or injury involving children
- **In the event of any damages made to any COS property, the renter is liable for the full repair costs**

**I have read and agree to the COS Rental Rules and Regulations:**

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**Renter Name (Please Print)**

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**Renter Signature**

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**Date**