Meeting Room Policy

Thank you for choosing an ACE Meeting Room for your upcoming event. We look forward to hosting you soon!

Please review these important details about your rental terms.

Payment

A 50% deposit of the total rental fee is required to reserve your booking. The remainder is due on the day of the event. If we do not have your credit card on file, please call 289-801-8731 to arrange payment. E-transfer to info@acecoworking.ca is also accepted.

Start & End Times

Rooms are typically available between 9am to 5pm, but special requests to begin earlier or end later can sometimes be accommodated. This must be organized in advance, and there is an additional charge for use outside of regular business hours. Contact us for more info. 289-801-8731

***IMPORTANT: Set up and clean up time MUST be included in your reservation; if you have not accounted for that extra time, please let us know and we will adjust your time and fee accordingly.**

Cancellation

Bookings may be cancelled* up to 48 business hours in advance with no penalty. Please notify us by calling or texting 289-801-8731 or by emailing info@acecoworking.ca. Deposits are not returned without proper cancellation notice. *(*Deposits for reservations outside of normal business hours are non-refundable.)*

Included

WIFI through our guest networks. (The appropriate password is posted in each meeting room.) Free coffee, tea, filtered water. Please let us know if you would like your room set up in advance with refreshments or if you prefer self-service.

Food

Food and drink are permitted. We do not have onsite catering, but can point you to providers in our area should you need a recommendation. A convenient choice might be our preferred partner, Jubilee Market. They do a great job with casual breakfasts and lunches and will deliver to ACE free of charge. Check out their menu here Just email their catering manager, Michelle, and she will help you out. (michelle@jubileemarket.ca). We can make other suggestions as well, or feel free to organize with your favourite food provider. If you do bring in food, **please dispose of all your waste, containers, leftovers, etc.**, preferably in the bins in our kitchen area.

Clean Up

Rooms are expected to be left in the condition you found them: chairs tucked in, whiteboards wiped off, table cleared, blinds raised, garbage disposed of. If the waste basket provided is not large enough, let us know and we will help you remove the trash to a more suitable place. A **$50 cleaning fee** will be automatically added if a room is left in unacceptable condition for the next renter.

Printing

A printer/copier is available onsite.
B&W prints: .15 each. Colour prints: $1 each.

Parking

We do not have dedicated parking spaces, but we are surrounded with many convenient options. If you are not familiar with parking in downtown Oakville, we suggest that you give yourself a little extra time upon arrival to find a suitable spot nearby. Detailed parking info here.
If you choose metered street parking, we recommend that you use the HONK mobile app.

Renter Responsibilities

Confirmation of a booking via email and making a deposit payment constitutes acceptance of these terms. While using the ACE Coworking facility, the renter assumes full responsibility and liability for any damages caused by the renter or their guests. ACE Coworking will not be held responsible for lost or stolen items or damage to equipment brought into the space. In the event that damages are incurred to our space during the meeting, the renter is fully responsible for the complete repair.

We hope you have a fantastic event – we'll do everything we can to make sure it turns out that way! Please let us know how we can help make your time at ACE Coworking as perfect as possible.

ACE Coworking
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Oakville, ON L6J 1G7

ACE Offices
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