VENUE GUIDE

For more information, please contact the MaRS Events team: events@marsdd.com
# MaRS Discovery District Venue Guide

## Table of Contents

- MaRS: An Inspiring Venue ........................................ 3
- Location Map and Opening Hours .............................. 4
- Getting to MaRS
  - Directions and Accessibility ................................. 5
  - Public Transport - TTC ........................................... 5
  - Driving and Parking ............................................. 5
  - Accessibility .......................................................... 5
  - Service Animals .................................................... 5
- MaRS Events Team Overview .................................... 6
  - Events Team .......................................................... 6
  - MaRS Audio Visual Services .................................. 6
- Event Work-Back Schedule ...................................... 7
  - How to Secure a Preferred Event Date ....................... 7
  - MaRS Event Contact ............................................. 7
  - AVS ................................................................. 7
  - Post-Event ............................................................ 7
- Event Planning and Policies ...................................... 8
  - Meeting Room and Event Space Capacity .................... 8
    - Collaboration Rooms
    - Auditorium & Lower Concourse
    - Atrium
  - Rate Chart: Room cost and guest capacity .................. 9
  - Shipping, Receiving and Storage .............................. 10
  - Load In/Loading Bays - 48 hours in advance ................ 10
  - Equipment and Furniture ...................................... 10
  - Signage .................................................................. 11
  - Décor/Installations ................................................ 11
  - Event End Time ..................................................... 11
- Audio Visual Services ................................................ 12
  - Equipment and Furniture ....................................... 13
  - Labour ................................................................. 14
  - Preparing Your Presentation .................................... 14
  - Connectivity ........................................................ 14
  - Wi-Fi ..................................................................... 14
- Food and Beverage Service ....................................... 15
  - Caterers ............................................................... 15
  - Serving and Event Staff .......................................... 15
  - Kitchen Access ..................................................... 15
  - Food and Beverage Service .................................... 15
  - Alcohol Service .................................................... 16
  - Leftover Food Policy .............................................. 16
  - Food Drop ............................................................ 16
  - Approved Caterers ................................................ 17
- Health and Safety ..................................................... 18
  - Insurance ............................................................ 18
  - Waste and Recycling ............................................ 18
  - Security ............................................................. 18
  - Lost and Found ...................................................... 18
  - Emergency Procedures .......................................... 18
- Communications ...................................................... 19
  - Photography/Filming Permits .................................. 19
  - Media ................................................................. 19
  - Website Event Postings .......................................... 19
MaRS Discovery District Venue Guide

MaRS: An Inspiring Venue

One of the world’s largest urban innovation hubs, MaRS Discovery District helps Canada’s leading science and technology entrepreneurs launch and build successful global companies. MaRS opens markets and offers a range of entrepreneurship programs, market intelligence and business mentorship services - all in an inspiring space that connects people and ideas.

At the core of MaRS Centre’s blend of modern and historical architecture is the original brick façade of the old Toronto General Hospital, which played a key role in Canada’s history.

Today, this vibrant centre boasts a soaring 62-foot-high glass atrium. It also hosts meeting spaces that draw more than 150,000 attendees to upwards of 2,000 meetings and events every year. In 2014, MaRS increased its innovation footprint to 1.5 million square feet with the opening of its 20-storey West Tower. The tower was designed to LEED Gold standards, meaning it’s environmentally friendly with a healthy indoor space for occupants.

MaRS exceptional meeting and event spaces are varied in terms of their size and facilities. The MaRS Collaboration Centre houses a full-service auditorium, as well as more intimate and mid-sized rooms. State-of-the-art technology and onsite support are available to help foster effortless communication with people in the same room, or across the globe.

All events - whether hosted by MaRS or people like you - connect MaRS to the community beyond our doors, right in the heart of downtown Toronto.
ADDRESS
MaRS Discovery District
101 College Street
Toronto, ON
M5G 1L7

The Collaboration Centre (MaRS’ conference facility) is located in the MaRS Centre, South Tower.

HOURS OF OPERATION
Monday to Friday
Accessible daily:
6:00 a.m.–11:00 p.m.

Operation hours:
9:00 a.m.–5:00 p.m.

Access to the event space outside of these hours can be arranged through the MaRS Events team. Site visits can be booked with a member of the MaRS Events team in advance. Drop-in site visits are unavailable due to the high volume of activity and events being hosted.
MaRS is easily accessible by major modes of transportation, with direct access to public transit.

PUBLIC TRANSPORT - TTC

SUBWAY:
Line 1 to Queen’s Park

STREETCAR:
College Street streetcar stops at the north-east corner of the MaRS Centre where Elizabeth Street and College Street meet.

DRIVING AND PARKING

Underground parking is available at the MaRS Centre at a cost of $4 per half hour, to a daily maximum of $20. The MaRS Centre underground lot can be accessed via Elizabeth Street, just south of College Street on the west side of the road. Alternatively, when driving northbound, it can be accessed via University Avenue, just past the Peter Munk Cardiac Centre. Substantial additional parking is available at a host of parking garages and above ground lots within a two-block radius.

For driving directions and additional information visit the MaRS website.

ACCESSIBILITY

MaRS Discovery District supports the full inclusion of persons with disabilities as set out in the Canadian Charter of Rights and Freedoms, Ontario Human Rights Code, the 2001 Ontarians with Disabilities Act (ODA) and the 2005 Accessibility for Ontarians with Disabilities Act (AODA).

This policy has been prepared to outline what clients can expect of MaRS and ensures compliance within the AODA legislation. MaRS will make reasonable efforts and use all means at its disposal to ensure that the information or service requested is provided in a manner that is consistent with the principles of independence, dignity and equality. This policy applies to MaRS employees, volunteers, contractors and agents ("MaRS staff") that interact with members of the public on behalf of MaRS. Learn more about MaRS accessible customer service policies, practices and procedures in our Guest Accessibility Package (GAP).

SERVICE ANIMALS

MaRS will permit any individuals with accessibility requirements, accompanied by a guide dog or other service animal, to enter MaRS premises that are open to the public. All service animals must be kept with the individual.
MaRS Events Team Overview

A number of staff at MaRS Discovery District are responsible for assisting with the planning and implementation of all events. The MaRS Events team is available to assist in the coordination of events, however our clients are responsible for all event planning, catering and event rental arrangements, staging and décor.

**Events Team**

To receive a main point of contact from the MaRS Events team, please email events@marsdd.com with your booking details. An events team member, or members, will be assigned to help you with the planning and execution stages of your event. Alternatively, please feel free to connect directly by phone through the Events line at (647)-255-1050.

**Audio Visual Services**

The MaRS AVS team is responsible for the planning of all audio/visual, staging and technical needs. As a client, your assigned MaRS Events team contact will introduce you to a member of the AVS once your event has been confirmed.
MaRS Discovery District Venue Guide

Event Work-Back Schedule

How to Secure a Preferred Event Date

Once you’ve been assigned to a point of contact you will be supplied with a contract. Following the authorization of the contract a full deposit invoice will be sent.

A final invoice will be provided after the event, including any additional costs incurred onsite such as: ancillary AV rentals and services, and miscellaneous billable items.

MaRS Event Contact

The MaRS event contact is an events team member and your primary contact on the day of the event. In the unlikely circumstance that the venue supervisor is not onsite, another member of the MaRS Events team will be introduced to provide support.

Post-Event

Our clients are responsible for maintaining the venues to the condition in which they were found. This includes the condition of the walls, floors, carpets, furniture and ceilings.

All event materials must be removed by you post-event. Based on the date and time of the booking, additional janitorial and cleaning fees may apply.

If MaRS Discovery District determines that the space has not been properly restored or damage has been found, clients are subject to a cleaning and maintenance fee.

<table>
<thead>
<tr>
<th>PLANNING BEFORE YOUR EVENT</th>
<th>30+ Days</th>
<th>10+ Days</th>
<th>5+ Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>Confirm a caterer</td>
<td></td>
<td>Update the caterer with # of attendees</td>
<td>Provide the MaRS Events team contact with a final agenda</td>
</tr>
<tr>
<td>Confirm the AV requirements</td>
<td></td>
<td>Confirm the final floor plan</td>
<td>Provide the MaRS Events team contact with final miscellaneous requirements. For example, any flip charts, easels or white boards.</td>
</tr>
<tr>
<td>Review the floor plan (if applicable)</td>
<td>Confirm and update rentals if necessary</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Review the rentals (either with the MaRS Events team contact, the caterer, or Higgins Event Rentals directly)</td>
<td>If deliveries are expected to be shipped to the venue, provide the MaRS Events team with the contact information for any suppliers, exhibitors and sponsors.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Provide MaRS Events team contact with a draft agenda</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Post-Event

Our clients are responsible for maintaining the venues to the condition in which they were found. This includes the condition of the walls, floors, carpets, furniture and ceilings.

All event materials must be removed by you post-event. Based on the date and time of the booking, additional janitorial and cleaning fees may apply.

If MaRS Discovery District determines that the space has not been properly restored or damage has been found, clients are subject to a cleaning and maintenance fee.
Meeting Room and Event Space Capacity
For information about the size and rates for all MaRS’ event spaces take a look at the MaRS Event Space Rate Card and Capacity Chart.

Collaboration Rooms
The collaboration rooms (CRs) on the ground floor of the MaRS Collaboration Centre host groups engaged in a variety of activities, from conferences to meetings. State-of-the-art audio-visual technology, wireless Internet connection, modern furnishings, warm wood accents, natural light, plus patio access in several CRs make these rooms highly sought-after meeting venues. The meeting spaces offer versatility and various setup styles.

Auditorium
Located on the lower concourse, the auditorium is a single-level, multi-purpose room with approximately 4,700 square feet of usable space and a maximum seating capacity of 350 people. Partitions are available to divide the room into three separate spaces. Portable risers can be used to create theatre-style seating. Multiple ceiling rigging points allow for easy mounting of stage lights and other equipment.

Lower Concourse
The lower concourse of the MaRS Centre provides a 4,500-square-foot event space that accommodates up to 300 people. This area can be arranged reception style and can only be booked in conjunction with the auditorium.

For inquiries related to our Heritage Atrium or West Tower, please connect directly with a member of the MaRS Events team.
MaRS Discovery District Venue Guide
MaRS Meeting and Event Space Rates and Information

Is your organization looking for meeting rooms or event space? Located at the intersection of Canada’s business, academic, creative, government and research communities, the state-of-the-art facilities at MaRS offer a variety of space and room options that can be tailored to suit your needs.

MaRS Rate Chart - Room cost and guest capacity

<table>
<thead>
<tr>
<th>ROOM</th>
<th>COST</th>
<th>SET-UP STYLE AND GUEST CAPACITY</th>
<th>ROOM AREA</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Partial day</td>
<td>Full day</td>
<td>Full day + Evening</td>
</tr>
<tr>
<td>CR1</td>
<td>$380</td>
<td>$480</td>
<td>--</td>
</tr>
<tr>
<td>CR2</td>
<td>$900</td>
<td>$1,100</td>
<td>$1,600</td>
</tr>
<tr>
<td>CR3</td>
<td>$1,100</td>
<td>$1,400</td>
<td>$2,000</td>
</tr>
<tr>
<td>CR4</td>
<td>$380</td>
<td>$480</td>
<td>--</td>
</tr>
<tr>
<td>Café</td>
<td>$600</td>
<td>$800</td>
<td>$1,200</td>
</tr>
<tr>
<td>Atrium - Heritage*</td>
<td>$3,000 (Evening only)</td>
<td>--</td>
<td>--</td>
</tr>
<tr>
<td>Auditorium</td>
<td>$3,500</td>
<td>$5,000</td>
<td>$7,500</td>
</tr>
<tr>
<td>Lower concourse (in conjunction with Auditorium only)</td>
<td>$500</td>
<td>$500</td>
<td>$500</td>
</tr>
<tr>
<td>Atrium - West*</td>
<td>$3,000 (Evening only)</td>
<td>--</td>
<td>--</td>
</tr>
</tbody>
</table>

*Certain conditions may apply when booking the Atrium spaces.

Notes:
- All rentals include podium, podium microphone, projector, screen/monitor, sound and basic audiovisual support during regular business hours (Monday to Friday, 8:00 a.m. – 5:00 p.m.). Additional audiovisual fees may apply based on specific event needs.
- Seating may be less than estimated based on staging and food-service requirements.
- Both CR2 and the Auditorium can be divided into smaller breakout spaces, equipped with independent basic audiovisual systems.
- Applicable taxes extra. Rates subject to change, rooms subject to availability.
Shipping, Receiving and Storage

If you would like to ship any event related items before the event, they should be addressed to:

Attn: [Insert MaRS Events team contact]

MaRS Discovery District
101 College Street,
Suite 100 Collaboration Centre
Event Name:
Event Date:
Number of Items:

Please note, MaRS can only store items one to two days prior to your event.

If items will be shipped after the event, the boxes should be packaged and labelled appropriately to ensure intact delivery to their destination(s). Once labelled, the shipments should be brought to the MaRS events desk in Suite 100, main floor, and a courier should be arranged for pickup as soon as possible.

Items can be stored for a maximum of two business days, as MaRS has limited storage space. Please advise the MaRS Events team contact of the expected pick-up date and time. To check on the status of your items, please contact your identified MaRS event contact.

Load In/Loading Bays
- 48 hours in advance

The MaRS Centre has two loading bays - one located off Elizabeth Street and the other located off University Avenue - which service different areas of our building.

Whenever possible, MaRS encourages load in from the underground parkades. The ceiling clearance has a height of 6'6". Load in from the P1 - or the lower concourse level - provides the most direct access to the event spaces. Carts or assistance can be made available upon request.

When use of a loading bay is required for large shipments, or full-sized trucks, a delivery time needs to be scheduled with the MaRS Events team contact at least 48 hours in advance of the drop off. The loading bays can accommodate a 45' straight truck.

Equipment and Furniture

MaRS Centre has a wide variety of equipment and furniture inclusive of the event space rental fee. Please connect with your MaRS Events team contact for more information on what is available.

Alternatively, if you require additional chairs, tables and event supplies - outside of what MaRS provides - all other furnishings that will be used onsite must be sourced through Higgins Event Rentals, MaRS exclusive rentals supplier.

For any questions regarding rentals, please connect with the MaRS Events team contact, or Higgins Event Rentals direct: Laura Dobie (416)-252-4050 LauraD@higginseventrentals.com
Signage
MaRS has a selection of easels, which are provided for all events that take place in the Collaboration Centre. MaRS asks that our clients provide proper signage on the day of their event. The MaRS Events team contact can provide you with easels upon request. The recommended size of foam core board is 2ft x 3ft for wayfinding signage. The minimum recommended number of event signs for the auditorium is four. The minimum recommended number of event signs for the collaboration rooms is one to two.

Décor/Installations
MaRS Discovery District has a combination of painted drywall, walls with sound panels and wallpaper, and exposed brick walls. If you would like to attach items to the walls and/or floors, please connect with the MaRS Events team contact for approval prior to your event. We ask that all clients provide details about what will be installed and what hardware will be used. In the likelihood of damage to any wall or floor surfaces, there may be a post-event restoration charge.

Event End Time
The event schedule will be approved by the MaRS Events team contact prior to the event and written in the contract. This means that all guests must depart at the end time that was agreed upon, to allow for the teardown and cleanup process. If our clients have any substantial load in or load out to do post-event, we ask that they discuss and finalize this with the MaRS Events team contact prior to the event.
MaRS Audio Visual Services is the exclusive provider of audio-visual services and is fully equipped to service your event audio-visual requirements. MaRS’ equipment is state-of-the-art, and integrated in a modern, networked audio-visual distribution system.

Our meeting rooms are equipped with a range of features and equipment that come included with your standard fees:

- Integrated lecterns with microphones
- Ceiling-mounted high-resolution projectors
- Ceiling- or wall-mounted large display screens
- Fully integrated sound systems
- Room lighting

MaRS is able to provide several advanced AV capabilities at a charge, including:

- Multi-site video conferencing
- Webcasting / streaming
- Additional presentation equipment (laptops, remotes, presentation timers, and audience response systems)
- Recording (audio, video and graphics)
- Enhanced audio packages available
- Enhanced lighting packages available
- HD cameras and switching packages available
- Additional staging packages are available
- Complete technical staffing (see labour section below)
## Audio Visual Equipment

While the following includes commonly rented equipment, MaRS has a wider variety of available inventory onsite. Special requests can be accommodated.

<table>
<thead>
<tr>
<th>AV Item</th>
<th>Daily Rental</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Laptops (macOS / Windows)</td>
<td>$200</td>
<td>Includes Office Suite (PPT)</td>
</tr>
<tr>
<td>Wireless Pro Slide Advancer</td>
<td>$75</td>
<td>200’ range</td>
</tr>
<tr>
<td>USB Slide Advancer</td>
<td>$25</td>
<td>30’ Range</td>
</tr>
<tr>
<td>Wireless Microphones</td>
<td>$125</td>
<td>Lavalier/Handheld</td>
</tr>
<tr>
<td>Catchbox Throwable Microphone</td>
<td>$200</td>
<td></td>
</tr>
<tr>
<td>Presentation Timer</td>
<td>$175</td>
<td></td>
</tr>
<tr>
<td>Enhanced Audio Package for the Auditorium</td>
<td>$750</td>
<td></td>
</tr>
<tr>
<td>Auditorium Stage Lighting Package</td>
<td>$300</td>
<td></td>
</tr>
<tr>
<td>LED Uplights</td>
<td>$40</td>
<td>Per unit</td>
</tr>
<tr>
<td>Additional Portable Large Format Displays Available</td>
<td>Please Inquire</td>
<td></td>
</tr>
</tbody>
</table>
Labour
MaRS Audio Visual Services has CTS-accredited staff onsite to assist with your event requirements. All after hour (5:00 p.m. to 8:00 a.m.) events require a MaRS AVS Technician to be onsite. There are minimum requirements for after hour events, please ask your MaRS AVS Account Manager for more details and a quote for services.

Preparing Your Presentation
MaRS meeting spaces are all equipped with wide screen format (16:9) screens. Presentations formatted to that size will utilize the entire screen.

Connectivity
MaRS is equipped to work with both Mac and PC computers. All of MaRS lecterns have various adaptors available for use. The default connection is HDMI.

Wi-Fi
MaRS Discovery District is happy to provide complimentary, high bandwidth Wi-Fi to all guests. Upon arrival at the venue, please select the mars-open-internet network and connect. No username or password is required.
Caterers
As a member of the Broader Public Sector Procurement Directive, MaRS Discovery District undertakes a full procurement process. MaRS has an excellent list of four approved caterers that work at the facility on a daily basis. We ask that clients review the list of caterers and their respective contacts before coming to a decision. They are all excellent at working within budget and are very accommodating to each group. If you would like a quote, please reach out to the caterers directly with your event information as follows:

<table>
<thead>
<tr>
<th>Event:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date:</td>
</tr>
<tr>
<td>Client: MaRS</td>
</tr>
<tr>
<td>Number of attendees:</td>
</tr>
<tr>
<td>Type of food service:</td>
</tr>
<tr>
<td>Budget:</td>
</tr>
<tr>
<td>Any other requests:</td>
</tr>
<tr>
<td>Your agenda if available:</td>
</tr>
</tbody>
</table>

Once you’ve secured a caterer, they will liaise directly with the staffing and rentals agencies as well as the MaRS Events team, as needed.

Serving and Event Staff
MaRS Discovery District exclusively sources event staff from DGS Events Staffing Agency, for all of the event operations. DGS Events staff ensure that the food and beverage operation of your event runs smoothly, which includes the proper teardown and cleanup post-event. In compliance with DineSafe, all food premises in Ontario must, by law, follow specific food and beverage requirements. For health and safety reasons as an event venue, MaRS must have accredited food and beverage servers at all events held on the premises. DGS Events staff can be arranged through your MaRS Events team contact, or through one of our approved caterers.

Kitchen Access
MaRS Discovery District has a kitchen in the Collaboration Centre that services the collaboration rooms, plus a full catering kitchen that services the auditorium and lower concourse.

The kitchens can only be accessed and utilized by the MaRS Events team, approved caterers and the onsite DGS Events staff.

Food and Beverage Service
All food and non-alcoholic beverages must be provided by one of MaRS approved caterers. Food and non-alcoholic beverages are subject to a Landmark Fee. This fee amounts to 15% of the total food and beverage revenue, including service and excluding rentals (plus all applicable taxes). It will automatically be added to all food and beverage charged by the caterer and remitted to MaRS.
Alcohol Service

Please ensure that a Special Occasion Permit (SOP) is secured in advance of the event - note that this process can be timely. MaRS approved caterers can source the SOP on our clients’ behalf. If the bar is a cash bar, you must bring a cash float. If it is a host/complimentary bar, you must plan to bring tickets or another similar tracking item (or source these through your caterer). Service of alcohol must be in compliance with any required permits and applicable laws, and served by MaRS approved staffing agency.

Leftover Food Policy

If the event has leftover food, the MaRS Food Policy is outlined as follows:

A DGS server will connect with our clients and ask if they would like any leftover food packed up to take away with them. Please note, MaRS does not provide takeaway containers. If you do not wish to take the food, the DGS supervisor will ask if the food can be redistributed to onsite MaRS staff. In this instance, the food will be brought up to the MaRS kitchen. If neither of these options is selected, then all leftover food will be disposed of.

Food Drop

If the event has food sponsorship, or a client does not want to engage with MaRS approved caterers, MaRS can facilitate a food drop. This means that an external food supplier drops off items and DGS Events staff manage food handling, the delivery and the cleanup. Please advise your MaRS Events team contact if a food drop is being utilized.
Approved Caterers

**ACQUA FINE FOODS**

Contact: David Hansen  
Email: david@acqua.ca  
Phone: 416-368-7171

Website: acqua.ca

**DANIEL ET DANIEL**  
**EVENT CREATION & CATERING**

Contact: Laura Mattiussi  
Email: lauram@danieletdaniel.ca  
Phone: 416-968-9275 ex. 11

Website: danieletdaniel.ca

**EATERTAINMENT**  
**SPECIAL EVENTS & CATERING**

Contact: Julia Mae Baguisa  
Email: jbaguisa@eantertainment.com  
Phone: 416-964-1162 ex. 37

Contact: Jessica Folkard  
Email: jfolkard@eantertainment.com  
Phone: 416-964-1162 ex 24

Website: eantertainment.com

**PAINTBOX CATERING & BISTRO**

Contact: Allison Gibson  
Email: allison@paintboxcatering.ca  
Phone: 647-748-0555

Contact: Lily Ho  
Email: lily@paintboxcatering.ca  
Phone: 647-748-0555 ex 225

Website: paintboxcatering.ca
MaRS Discovery District adheres to legal and industry-standard health and safety practices, as well as Ministry of Labour law. MaRS is conscious of the safety of clients, guests and staff members and reserves the right to prohibit any unsafe practice, scheduling or equipment.

To protect the safety and security of all MaRS guests and property, clients must obtain advance written approval from MaRS before using items in the event and function spaces that could create noise, noxious odors or have hazardous effects, for example:

- Loud music
- Dry ice
- Candles
- Smoke or fog machines
- Confetti cannons
- Incense

Permission must also be obtained if clients wish to engage in any activities outside of the reserved function rooms, for example with a registration table. The client will pay for any expenses incurred by MaRS as a result of such activity, such as resetting smoke or fire alarms or unusual cleanup costs.

Insurance
Each party will maintain insurance sufficient to cover any claims or liabilities that may reasonably arise from, or relate to, its obligations under this Agreement, and will provide evidence of such insurance upon request.

Waste and Recycling
MaRS Discovery District endeavours to minimize waste as part of MaRS green initiatives and practices. Clients should consider ways to minimize event waste and recycle any event materials, such as poster boards, name badges and tent cards.

Security
MaRS Discovery District has 24-hour onsite security sourced through Paladin Security. Should you require dedicated security for the event, we ask that you work with the MaRS Events team contact to secure a guard at an additional cost.

Lost and Found
Items that have been lost or found at events can be dealt with by MaRS main security. Please contact MaRS main reception and ask to be re-directed to security: 416-673-8100.

Emergency Procedures
If you hear a fire alarm, please remain calm, listen for announcements and wait until further notice from either the MaRS Events team contact or a fire warden. In case of a medical emergency, call 9-1-1 and inform security. There is a first aid kit onsite, plus an AED and oxygen are available if needed.
Communications

Photography/Filming Permits
If you are considering the use of any photography or videography onsite for the event, please provide advance notice to the MaRS Events team contact. A photography and filming permit must be completed and submitted prior to the event to notify MaRS Operations and Facilities team, as there is a large tenant community in the building.

Media
If there is anticipation of any media presence at your event, please notify the MaRS Events team contact as soon as possible.

Website Event Postings
To post an event on the MaRS website please complete the "Submit an Event" form. The event will be reviewed by our Communications team and posted within 2-3 days.
If you have any additional questions, please feel free to reach out to an events team member for more information.

Contact MaRS at events@marsdd.com or call (647)-255-1050

To book space, visit us online at marsdd.com/facilities/event-space/request-meeting-space/

For general information about MaRS, visit us at marsdd.com