



**The Cortex Commons Description:**

The Cortex Commons is an outdoor gathering space for visitors to connect and create new experiences within the Cortex Innovation Community. The Cortex Commons includes regular Cortex sponsored programming in conjunction with District partners, like outdoor yoga, food trucks, and a farmer’s market, as well as featured summer events. In addition to monthly scheduled events, the Cortex Commons is a great place to for an impromptu meeting, lunch, or some fresh air. The space is also available for private events for a rental fee.

**Inquiry**

To inquire about reserving the Cortex Commons for your future event please complete the Inquiry Form - [Hold an event | Cortex Innovation Community \(cortexstl.org\)](#) Inquiries should be submitted at least 1 month prior to the intended event date.

**Rental rates:**

Rental costs include costs required to make the site available for the event to occur in the space. These costs will vary based on the size and complexity of the event. To account for the terms of the rental will be decided prior to the rental of the space. Due to this process, reservations of The Commons are required to be made at least 1 month in advance of the scheduled event.

Type of Event	Rental Cost
<b>District Tenant Use- Standard</b> <ul style="list-style-type: none"> <li>• During business hours</li> <li>• No additional set need No outside vendors on site, catering delivery allowed</li> <li>• Up to 50 people</li> </ul>	\$50
<b>District Tenant Use- Contracted with any of the following:</b> <ul style="list-style-type: none"> <li>• Outside of Business Hours</li> <li>• Additional set needed</li> <li>• Vendors on site</li> <li>• Over 50 people</li> <li>• On site bathroom requirement</li> <li>• Required security on site for event duration</li> </ul>	\$500
<b>External Use- Friend of Cortex</b> <ul style="list-style-type: none"> <li>• Outside of Business Hours</li> <li>• Additional set needed</li> <li>• Vendors on site</li> <li>• Over 50 people</li> <li>• On site bathroom requirement</li> <li>• Required security on site for event duration</li> </ul>	\$1000
<b>External Event Space Rental</b> <ul style="list-style-type: none"> <li>• Outside of Business Hours</li> <li>• Additional set</li> <li>• Vendors on site</li> <li>• Over 50 people</li> <li>• On site bathroom requirement</li> <li>• Required security on site for event duration</li> </ul>	\$1500

### Certificate of Insurance:

- Proof of insurance totaling \$2,000,000 in general liability
- Personal and Injury Liability of \$1,000,000.00 per occurrence, automobile liability insurance of \$1,000,000 per occurrence and workers compensation insurance as required by law.

### Required for any event including:

1. Catering with food and/or alcohol service provided by catering company
2. Any other vendor or third party delivering, setting up, providing a service to the event.
3. All Food Trucks and external clients are required to submit a copy of their COIs.

### Cortex Commons Use Policies:

- a. **HOURS OF OPERATION.** The Commons can be reserved for events (including set up and tear down) between the hours of 7:00AM and 10:00PM, Monday – Sunday. Reservation requests are required to be made at least one month prior to the scheduled event date.
- b. **LEAVE NO TRACE.** *EVERYTHING* brought into Venue for the Event must be removed on the same day as the end of the Event, unless User arranges otherwise. This includes all decorations, personal property, etc. Owner will charge storage fees of \$100 per day for items not removed on the same day. Owner is not responsible for any property left on the premises and may dispose of such property immediately and may seek reimbursement for any costs incurred in so doing.
- c. **TRASH.** User is responsible for the collecting and bagging of all paper, trash, debris resulting from their use of the Cortex Commons using the supplied trash receptacles. A number of trash containers, each lined with a bag, will be provided by Owner and are located throughout the Cortex Commons. All excess trash and/or bulk items that will not fit into the trash containers shall be emptied/disposed into large trash bins/dumpsters located behind the Cortex Commons in the dock, until full (trash bin lid most close completely). Additional debris must be removed by the User. User is responsible for arranging for additional dumpsters to be delivered, should the event warrant that. Cortex Commons requires advance notification of (2) weeks of additional dumpsters.
- d. **TURF AREAS.** The Cortex Commons features an underground irrigation/sprinkler system to keep the turf in top condition. To protect the underground water lines and sprinkler heads, driving stakes, fence posts, flags, etc. is not allowed. The placement of equipment in lawn areas (i.e. risers, platforms, tables, speakers, lights, chairs, etc.) is not allowed without the expressed written consent of Owner. Fees for damage will vary depending on the specific damage.
- e. **VEHICLE ACCESS.** Vehicles are allowed only on designated driveways. No vehicles of any kind are allowed on the paving, the sod, rain gardens or metal walkways or grates. Vehicular access for vendors on to the site is only by advance written approval by Owner.
- f. **NO SMOKING.** No smoking in the Cortex Commons, except in the lawfully-designated outdoor areas away from the common space and in no event within 25 feet of the building.
- g. **FOOD TRUCKS.** Food Trucks are only allowed on private property, owned either by Owner (the driveway through the Commons) or Wexford (parking lot immediately in front of 4240 Duncan and facing the Commons). Food trucks may park on the street when part of a "special event", in which case they would then be covered under the event organizer's permit. All food trucks on private property provided they have a **Business License** and a **Health Permit**, along with a propane inspection and permit provided by the Fire Marshall if they use propane, per St. Louis City ordinance.
- h. **ALCOHOL.** Alcohol is permitted for guests who are 21 and over (User is solely responsible for enforcing such law). Cash bars or any form of selling of alcohol is not permitted unless a User obtains all necessary alcohol licenses and/or permits as required by all applicable laws and presents the same to Owner prior to the Event. Alcohol may be served at no cost for private, invite-only events or can be served to the public if a catering company has covered liquor permit requirements when hired by User. User must provide a **Certificate of Insurance** for liquor liability from the selected Caterer at least 2 weeks prior to the Event. No "shots" will be served at the Premises. Guests who appear to be under the age of 40 must show their ID to bartending staff; no alcohol will be served without proper

ID. It is mandatory that licensed staff serve all liquor and wines.

- i. **DELIVERIES.** Owner is not responsible for deliveries and any installation or setup of deliveries. User must schedule someone to be on-site to receive deliveries and must also alert Owner of such deliveries.
- j. **FURNITURE.** User may request changes to the existing furniture set, subject to approval by Owner, which it may withhold in its sole and absolute discretion. Furniture plan and event set up requests must be finalized and approved 2 weeks prior the Event.
- k. **DECORATIONS.** All decorations must be free-standing. No decorations may be attached to the shade structure, furniture, trees or benches in any manner unless otherwise approved in advance by Owner. User is responsible for removal of all such decorations after the Event and before the allotted "Clean up end time" as stated above. String lights or additional lighting of any kind are not allowed on or in the trees and plants. Attachments of any kind made to pavers is strictly prohibited. Any and all questions concerning decorations must be directed to Owner.
- l. **PROHIBITED ITEMS.** Prohibited items include glitter, confetti, loose feathers, bubbles, rice, birdseed, fog machines, fireworks or anything Owner deems impossible/unreasonable to clean.
- m. **ENTRY.** User agrees and acknowledges that the staff or employees of Owner may enter the Premises at will during the Event.
- n. **PROMOTIONS.** Advance written permission is required if Owner is to be listed in any way beyond the venue provided (e.g. co-sponsor).
- o. **NOISE.** User acknowledges that the Premises are located near operating businesses and therefore agrees to control the noise level at the Event such that it does not disturb neighboring occupants. In the event that User's Event creates a disturbance due to high noise volume, User shall immediately reduce the volume. In the event of repeated disturbances at the Premises, at Owner's sole and absolute discretion, Owner may expel User from the Premises. In the event of expulsion, no portion of the rental fee will be refunded to User.
- p. **APPROPRIATE BEHAVIOR.** Owner will not tolerate solicitation, illegal drugs, violence, discriminating remarks, etc. and such behavior will be cause for immediate expulsion and termination of User's right to use the Premises.