

Policy reminder: The Cohere Centre operates under a catering exclusivity agreement. All food and beverage — including bottled water — must be purchased through our in-house catering team. Exemptions are reviewed on a case-by-case basis and are not guaranteed. Unapproved product brought onsite may be removed and a penalty surcharge of 150% of the equivalent in-house price may be applied to the client account.

1. EVENT DETAILS

Event name *	Event date(s) *
<input type="text"/>	<input type="text"/>
Booked hall / room(s) *	Expected attendance
<input type="text"/>	<input type="text"/>

2. REQUESTOR INFORMATION

Full name *	Title / role *
<input type="text"/>	<input type="text"/>
Organization / company *	Email *
<input type="text"/>	<input type="text"/>
Phone	Cohere Centre file / booking #
<input type="text"/>	<input type="text"/>

3. PRODUCT DETAILS

Product / brand name *	Product type (still / sparkling / private-label / enhanced / other) *	
<input type="text"/>	<input type="text"/>	
Unit size (mL / L) *	Total quantity (units) *	Delivery / arrival date
<input type="text"/>	<input type="text"/>	<input type="text"/>
Factory-sealed and commercially packaged? Yes / No *	If "No", explain (unsealed product will not be approved)	
<input type="text"/>	<input type="text"/>	

4. REASON FOR EXEMPTION REQUEST

Select the primary reason and check the box. Detailed written justification is required below.

Event sponsor / naming rights

A confirmed event sponsor requires their branded water as part of a sponsorship obligation. Contract reference required.

Medical or dietary requirement

Attendees or VIPs have documented medical or dietary needs not met by the facility offering. Documentation required.

Crew / staff personal use only

Product is for crew, security, or staff only and will not be distributed to event attendees. Area must be specified.

Product demonstration / trade show

Exhibitor manufactures or distributes the product and will sample it within their assigned exhibit space only.

Athletic or competition event

Event involves athletic performance and specific hydration products are required by governing rules or athlete protocol.

Other (describe in justification below)

Full written justification is mandatory, including why the in-house offering cannot meet the requirement.

Detailed justification *

5. DISTRIBUTION DETAILS

Who receives the product? (staff only / attendees / VIP / exhibitor booth / **Specific area(s) within the facility ***)

Storage / staging requirements

6. SUPPORTING DOCUMENTATION

Attach or reference relevant documentation. Approval may be withheld until all required documents are received.

Sponsorship contract reference

Medical documentation reference

Product spec sheet / label

Other document reference

Send documentation to your Event Manager or email to events@coherecentre.ca

7. ACKNOWLEDGMENTS

- I understand that this request does not constitute approval. A written response from the Cohere Centre Event Manager is required before any outside product may be brought onsite.
- I confirm that all product described in this form is factory-sealed, commercially packaged, and will not be resold at the event.
- I agree that any product brought onsite without prior written approval is subject to removal, and the client may be invoiced at 150% of the equivalent in-house product price.
- I understand that approval may be conditional — including quantity limits, restricted distribution zones, or a compensatory purchase from in-house catering — and I agree to comply with any conditions attached.
- I acknowledge that this exemption applies to the specific event and dates listed above only and does not carry forward to future events.

8. SIGNATURE

Print full name *

Date submitted (YYYY-MM-DD) *

Signature *

By signing, the requestor confirms all information is accurate and agrees to all acknowledgments above.

FOR COHERE CENTRE USE ONLY

Decision

Approved as submitted

Approved with conditions

Not approved

Conditions attached to approval

Reviewed by (print name)

Title / signature

Date of decision

Cohere Centre file reference