

SPACE FOR LEASE

Proposals executed and signed under seal, will be received by Karen Chatten, Supervisor of Purchasing, until **2:00 P.M., local time, Tuesday February 23, 2010** for the following;

The Corporation of the Town of Whitby is issuing a Request for Proposal (RFP) to qualified, Not for Profit, community organizations for the opportunity to lease office space within the historic Centennial Building based at 416 Centre Street South in Whitby. The space being offered for lease is located on the main floor of the building and involves 350 square feet of office space utilizing two adjoining rooms.

It is the Town's intent to select an organization that will benefit from the proffered space and provides value to the community consistent with the arts and culture focus of the facility within the community.

The building has been completely renovated and serves a vital role in the development of the Whitby's arts and cultural community. The building is currently the permanent home of the Whitby Courthouse Theatre and the Whitby Brass Band in addition to being the regular meeting place for many other community organizations. The building's banquet room, performance theatre and many meeting rooms are also regularly used to host a variety of special events and recreation, cultural and social programming.

Documents are available at the Town of Whitby, 575 Rossland Road East, Whitby, or by calling; Purchasing Department 905-430-4300 (ext. 2236)

The Corporation of the Town of Whitby
Corporate Services Department
Purchasing Services
575 Rossland Road East
Whitby, Ontario L1N 2M8