



**FACILITY RENTALS - BUSINESS**  
 (Meetings, training, classes, services, etc.)  
 2019-20

Contact Name \_\_\_\_\_

Group/Organization \_\_\_\_\_  Member  Non-Member

E-mail \_\_\_\_\_ Phone# \_\_\_\_\_

Physical or Mailing Address \_\_\_\_\_

Duration of use: Date(s) \_\_\_\_\_ Time \_\_\_\_\_ Liquor Permit  Yes  No

Special Requirements: \_\_\_\_\_

	Gallery		North Room		Boardroom or Lions' Den		Kitchen Only	
	Full Day	Half Day*	Full Day	Half Day*	Full Day	Half Day*	Full Day	Half Day*
Member	\$120	\$70	\$100	\$60	\$60	\$30	\$70	\$40
Non Member	\$140	\$90	\$120	\$70	\$80	\$50	\$80	\$50

\*Morning half day must be finished by noon. Afternoon half day must be finished by 5 pm Evening half day is 6 pm or later.

- Access may be restricted during exhibitions where the gallery may not be used at all.
- There is no option for Gallery & Kitchen rental without the North Room rental. Boardroom & Kitchen rental is allowed, but food is not to be served in the North Room with this option.
- Additional fees may apply if you require assistance with setup or takedown, or use of audiovisual equipment.
- Please contact ArtsForward 3-5 days prior to your rental for information on how to access the building outside of business hours.

**TERMS OF RENTAL ARE LISTED ON THE REVERSE OF THIS FORM BY SIGNING BELOW YOU AGREE TO THESE TERMS**

Total fee for rental: \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

## POLICIES FOR USE OF ARTSFORWARD FACILITIES

**Cancellation policy:** Notice of at least 48 hours is required for cancellation. Renters will be charged according to the signed contract if adequate notice is not received.

**Under no circumstances should the rental handle the artwork in the gallery.** If there is a problem with the art, please contact the administrator or emergency contact. There will be a \$250 fee charged if the event requires the art to be removed from the gallery.

**Renters are liable for any damage to artworks or to ArtsForward property.**

**There is no caretaking service.** Users are asked to maintain the rented space, including washing tables, stacking chairs, tidying bathrooms, washing dishes/cleaning kitchen, mopping spills, sweeping floors, locking up, and placing garbage in dumpsters. There will be a cleaning fee of \$50 applied if facility is not maintained.

A kitchen fee will be charged when the rental includes the serving of food.

Users will only access the spaces designated in the contract plus the washrooms.

Telephone in kitchen is for emergency use only.

Rentals include use of tables, chairs, garbage cans, and kitchen facilities. Renters must supply their own disposable materials, including but not limited to office supplies, coffee, and disposable dishes. Any disposable supplies found in the facility are the property of ArtsForward and should not be used.

Photocopies (available during office hours only) will be charged at 50¢/copy (black & white) or \$1/copy (colour).

Users must provide proper supervision for children's programs and events.

Users leaving equipment in the building are advised to carry their own insurance on this equipment.

ArtsForward accepts no responsibility for damage to personal property. Use of ArtsForward facilities is at each individual's own risk.

Renters are asked to report any problems in the building to the administrator or emergency contact as soon as possible.

*Any violation of these policies and conditions, or the regulations of an occasional permit for liquor, can result in immediate vacating of premises without refund to the renter.*