



# *Station Arts Centre*

**Room rental policies,  
information, and agreement**

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## Room Information

The Station Arts Centre offers 2 different spaces available for event rentals. Please read the provided descriptions below of the available rooms!

### Space 1

#### **The Patenaude Family Gallery**

*Our Patenaude Family Gallery holds approx. 45-50 people. It is wheelchair accessible, has two washroom options, and is central to our entire facility.*

Included in Rental

- Use of tables, chairs, projection screens (if needed).
- There are 2 restrooms on the main floor for use
- Station representatives on site should you require assistance.
- Use of Station coffee maker, kettle, juice jug (if needed).

You are welcome to bring decorations, flowers, etc, so long as the walls and artwork are not disturbed..

### Space 2

#### **Red Station**

*Our Red Station holds approx. 20-25 people. It is wheelchair accessible, has a washroom, and easy access to our kitchen.*

Included in Rental

- Use of tables, chairs, projection screens (if needed).
- Station representatives on site should you require assistance.
- Use of Station coffee maker, kettle, juice jug (if needed).

You are welcome to bring decorations, flowers, etc, so long as the walls and artwork are not disturbed.

## Rental Fees

We accept payments via credit, debit, cash or check (payable to the Station Arts Centre).

Hourly rate per room ( <b>no half hour rentals</b> )	\$45/hr
Full day rate (Maximum 7 hours)	\$275
Set up and teardown	\$50
Kitchen use	\$35
Linens (Black or white)	\$25
Additional staffing charges (evenings and Sundays outside of regular hours)	\$30/hr
Station Arts Centre Member discount	10%
Non-Profit and Community Organizations Discount	15%

Please specify which room you are interested in booking on your application. The Patenaude Family Gallery may not be available at your requested time due to exhibit installations or events.

Please note that all prices are subject to **HST**

## Booking

Make a tentative booking to secure your chosen date(s) by submitting a rental application to [tverbuyst@stationarts.ca](mailto:tverbuyst@stationarts.ca). No applications will be accepted less than 3 weeks prior to the requested rental date.

A 30% non-refundable deposit is required to secure your reservation, and the remaining balance is due two weeks prior to the rental date.

If you wish to have the space set up by staff prior to your arrival, set-up and teardown fee applies. A room configuration form will be provided for renters to draft their set-up. Our staff will accommodate your set up as best as possible, keeping the space accessible and to fire code.

If you wish to decorate prior to your rental start, this must be considered part of the rental time.

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### **Food and/or alcohol may be served during your rental**

To serve alcohol, a Special Occasion Permit (SOP) issued by the Alcohol and Gaming Commission of Ontario (AGCO) is required. A copy of the SOP must be provided to the Gallery no less than 2 weeks prior to your function.

Renters must comply with existing Ontario liquor laws and the Municipal Alcohol Policy for the Town of Tillsonburg

All food is to be made off site. No food is to be made within our Kitchen facility.

### **Contractors**

Contractors including caterers, bartenders and photographers are permitted during a rental. All information must be provided on the above to staff no later than 2 weeks prior to the event.

## **Rental Policies**

1. Station Arts Centre Room rentals are primarily for the provision of Gallery programs and events. When not needed by the Gallery, Room rentals will be available for rent to a third party on a first come, first served basis.
2. The Station Arts Centre supports the right of free expression by making available its Rooms rentals to individuals, groups and organizations whose programs are consistent with the intent of the Canadian Charter of Rights and Freedoms, the Ontario Human Rights Code and all other applicable laws and statutes.
3. All activities, programs or meetings conducted in the Gallery are subject to the general rules and regulations of the Tillsonburg Station Arts Centre. Further, all renters agree not to contravene the Criminal Code of Canada and all other applicable laws and statutes during the course of their rental.
4. Permission to use our Rooms will be denied to an organization and/or for a meeting when its purpose is illegal, conduct may interfere with the proper functioning of the Gallery, or the activity does not have the presence of a legally responsible adult aged 18 years or older.
5. Renters must abide by the Ontario child care ratio regulations when renting with us, which highlights how many adults to children are required.
6. Use of our Gallery Rooms does not imply endorsement by the Tillsonburg Station Arts Centre of the organization or program content.
7. Gallery Staff must have access to facilities at all times.

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8. Individuals or groups renting Gallery facilities are responsible for ensuring that the number of people in attendance does not exceed the maximum fire code limit posted in each room.
  9. Renters are liable for any damage to Gallery equipment, artist work or furnishings. The Gallery is not responsible for damage, theft or loss of articles or property belonging to persons renting Gallery rooms and/or to program attendees.
  10. Should any damage to the Gallery occur during the rental period, due to the renter, a damage charge of \$150 to the renter will be administered.
  11. Gallery staff will provide assistance for the usage of Gallery equipment. Any additional equipment requirements are the responsibility of the renter, including connectivity of personal equipment to Gallery equipment or technical assistance with personal equipment. If asked to provide technical assistance with renter's equipment, the Gallery assumes no responsibility for the safety, security, damage or loss of files, information or data stored, or damage to a renter's personal device, and does not accept any liability for handling personal equipment.
  12. The Gallery reserves the right to refuse an application and also cancel any reservation due to an emergency or if, in the opinion of the Gallery, such reservation is in violation of our Rental Policy. If the Gallery cancels a reservation, the renter will receive a refund of all monies paid.
  13. Room rental rates are set by the Gallery and are subject to change.
  14. The Gallery reserves the right to deny or cancel a booking when it reasonably believes;
    - a. use by an individual or group will be for a purpose that is likely to promote, or would have the effect of promoting discrimination, contempt or hatred for any group or person on the basis of race, ethnic origin, place of origin, citizenship, colour, ancestry, language, creed (relation), age, sex, gender identity, gender expression, marital status, family status, sexual orientation, disability, political affiliation, membership in a union or staff association, receipt of public assistance, level of literacy or any other similar factor;
    - b. use by an individual or group will be for a purpose or action that is contrary to the law or any of the Gallery's policies or Codes, including violent, threatening, abusive, harassing, disruptive or intrusive language or conduct;

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- c. there is a misrepresentation, a likelihood of physical hazard to participants or audiences or a misuse of premises or equipment. Past misuse or non-payment of fees is sufficient grounds for denial of an application.
  - d. use will include gaming or games of chance, including bingo and lotteries
15. Applicants who are denied permission to use these facilities may, upon written request, have the decision reviewed by the Station Arts Centre's Board of Directors, whose decision is final.
  16. Renters agree to leave the room in a clean condition and to vacate the Gallery at the time specified on their rental contract. If excess cleaning from staff is required, a cleaning deposit of \$150 will be charged to the renter.
  17. It is the renter's responsibility to remove all catering supplies and food from the room at the end of the specified time. Extra costs will be incurred for groups or catering which remain beyond the specified end time or delay the closing of the Gallery.
  18. Publicity content should in no way imply that the Tillsonburg Station Arts Centre advocates or sponsors the event. The Gallery's logo is not to be used without express written consent of the Gallery. All material should include the following sentence: "Please note this is not a Tillsonburg Station Arts Centre Program/Event."

# Rental Agreement

All rental applications and agreements must be completed and signed by the same person, and this person must be present during the rental. Please fill out the following application with as much detail as possible.

## **Contact Information**

<b><u>First and Last Name</u></b>	
<b><u>Organization or Committee (if applicable)</u></b>	

**Are you a non-profit or community organization?**

- Non-Profit
- Community Organization
- None of the above

<b><u>Street Address</u></b>	
<b><u>City/Town</u></b>	
<b><u>Postal Code</u></b>	
<b><u>Date of Birth (mm/dd/yyyy)</u></b>	
<b><u>Email Address</u></b>	
<b><u>Primary Phone</u></b>	
<b><u>Emergency Contact</u></b>	
<b><u>Emergency contact phone</u></b>	

<b><u>Date Application was received</u></b>	
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**Rental Information**

**What kind of event do you wish to hold?**

- Meeting
- Shower (Bridal, Baby, etc.)
- Celebration
- Private Event
- Performance Group
- Program
- Other

**Event Description (please provide specific details on the type of event)**

**How many people are you expecting?**

**What space would you like to book?**

- Red Station (Max 25)
- Patenaude Family Gallery (Max 50)

**Will you require the use of the kitchen? (\$35) +HST**

- Yes
- No

**How many hours would you like to book? (including set-up and tear-down time)**

- 1 hour - \$45 +HST
- 2 hours - \$90 +HST
- 3 hours - \$135 +HST
- 4 hours - \$180 +HST
- 5 hours - \$225 +HST

- 6 hours - \$270 +HST
- Full Day/7 hours - \$275 (\$40 discount included in full day price) +HST

**What date(s) and time(s) are you interested in booking? (please note there is an additional \$30/hour fee for rentals outside SAC's normal business hours)**

**Do you require any of the following supplies? (\$50 set-up/tear-down fee. A set-up form will be provided if you require staff to preset up the space for you)**

- Chairs
- Tables
- Tablecloths (\$25) +HST

**Will food and/or drinks be served at your event?**

- Yes
- No

**If yes, please specify if you will be having alcoholic beverages, an SOP needs to be provided 2 weeks prior to your event.**

**Will you have any contracted workers (caterer, bartender, entertainer, etc.) during the event?**

- Yes
- No

**If yes, please provide all details below (Name/address/contact information)**

**Do you have any additional requests or requirements for your rental?**

**Credit Card**

A credit card is required to complete the Station Arts Centre Rental Agreement. Deposit and balance payments towards your rental can be made via credit, debit, cash, and/or check, however a credit card is required to remain on file.

In the case of any cancellations, change of date, damage incurred during the rental, and/or outstanding balances, the following credit card provided may be charged with appropriate notice beforehand.

**Card Number (16 digits)**

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<b><u>CVC (3-digits on back)</u></b>	
<b><u>Expiry</u></b>	

**Cardholder Name (As shown on the card)**

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**Billing Address**

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<b><u>City/Town</u></b>	
<b><u>Postal Code</u></b>	

**By signing below, you confirm that all the information provided in this application is true, and you agree to abide by the requirements outlined in this application.**

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