

Rental Contracts 2024

Name(s)/Organization: _____ **Type of Event:** _____
Date of Rental: _____ **Time:** _____
Rental Space: _____ **Total Rental Fee:** _____
Phone Number: _____ **Email:** _____

Inquiry Date:	Deposit: _____	Date Paid: _____	mc visa debit cash cheque ETrans
	Owing:	Date Paid: _____	mc visa debit cash cheque ETrans
Cash Deposit	Date Received:	Initial of Renter upon return of deposit and date:	

At time of booking, half the rental fee is required plus \$75 as a deposit to secure the date and cover any overage. Outstanding balance due 2 weeks prior to rental date. Client has up until 3 weeks prior to rental to cancel booking and have payment returned. It is not refundable should the client, for any reason, change their mind about the booking after the 3 week deadline. Payment may be made by debit, credit card, cash, cheque or E-Transfer. Confirmation of booking when staffing is confirmed.

*****The \$75 cash deposit is to cover time overage, any damage done during rental hours and to ensure the space is left clean and in its original state after the commencement of the rental. It will be put towards overall booking IF space is cleared and confirmed with our staff, otherwise fee goes towards time overage or clean up for staff. To avoid any extra cost, please book rental INCLUDING setup and teardown time.*****

Rental Information:

Rooms for Rentals: **Red Station, Changing Exhibit Gallery, Lower Class room**
Fees Monday-Saturday 9-4pm: **\$45.00** an hour (HST is calculated in the fee) or **\$295.00** for a full day, ex. 9am-4pm, overages \$45/half hour after hours
Fees after hours & Sundays: **\$75.00/hour**, overages \$75.00/half hour
 If you are interested in renting both rooms, fees are half of the original rental fee for the second room (\$22.50).

Client(s) requests for setup and teardown times are also considered part of the rental time and will be charged accordingly
Our staff will ensure the required amount of tables and chairs are placed in your rental space allowing the best accessibility to and through our galleries. If you would like it set up differently, you are responsible for making any adjustments or adding extra chairs/tables.

Included in Rental:

- Use of tables, chairs, formal table cloths, projection screens, and whiteboards (if required).
- Station representatives on site should you require assistance.
- You are welcome to bring decorations, flowers, etc, but the walls and artwork must not be disturbed.
- Sanitization tools to assist with cleaning.

Client Responsibility:

- Payment in full or deposit due upon confirmed booking. Outstanding balance due week before rental date
- Responsible to bring own dishes, cutlery, napkins and serving dishes, along with coffee, tea, sugar, milk/cream, glasses and cups
- Use of caterer is permitted at client's expense, and must coordinate with time of setup at The Station
- Walls and artwork must not be disturbed
- If you are planning to have alcohol, the client is responsible for getting and producing the licence, and purchase of all alcohol/beverages prior to the event
- The client is aware that they are to be present in the space provided, as business is conducted through the rest of building, and they use it at their own risk
- Clients will be held financially responsible for any damages incurred while present
- Client to clean all Station utensils and all used surfaces, bag all garbage, clean any spills as required and leave the rental room in condition that it started.

Station's Responsibility:

- Will ensure space is clean and stocked-floors, tables, chairs, kitchen, washrooms for rental
- Provide a host booked for rental (Please note that not all staff has access to our store, so the option of purchasing in our Baggage Room/Galleries may not be available.)
- Place tables and chairs for amount requested
- Staffing should be present 10-15 minutes before booking
- Assist as required

I/we have read and understand the contract as presented

Client(s) _____ Date _____

Station Representative _____ Date _____

over fee _____

Office notes:

Staffing:

Name:

Phone/E-Mail:

Confirmed on (date):

Called renter to confirm (date):

By (person who took booking):