

CAMPBELL RIVER
ART GALLERY

1235 Shoppers Row, Campbell River BC V9W 2C7
250-287-2261 | contact@crartgallery.ca

CRAG FACILITY RENTAL CONTRACT

Organization/Renter:

Authorized Contact Person:

Phone:

Email:

Space to be rented (descriptions page 2):

- Studio
- Lobby & Main Gallery

Anticipated Attendance (within Occupancy Limits) :

Event Date(s):

Start Time:

Type of Event and Additional Information:

Damage Deposit (required to confirm booking):

- Standard corporate rate \$50.00 damage deposit
- Non-profit rate \$25.00 damage deposit

FEES AND DEPOSITS

Damage Deposit

- The damage deposit is required at the time of booking to confirm the booking.
- The damage deposit will be taken off the final invoice provided the space is left clean and orderly.
- If the event is cancelled less than 14 days of your scheduled event the damage deposit will not be refunded.
- The renter is responsible for all set up and clean up but if the renter wishes, the Gallery can provide these services for a fee.
- Any damage needing repair or mess needing clean-up after the event will be charged to the damage deposit. Any damage costs over the deposit amount will be charged additionally.
- I/we have read and agree to abide by the above Facility Rental Terms & Conditions.

LOBBY & MAIN GALLERY SPACE

Lobby rental includes access to the Satellite Gallery as well as the Main Gallery (if exhibitions are installed and running) and gallery shop.

Lobby Size: 1177 sq. ft

- The Rental Fee is \$200.00 per day, 10% discount for members
\$100.00 damage deposit is required.

Equipment may include folding chairs, folding tables and easels.

If booking is outside Gallery Operating Hours there is a fee to have Staff present on site for the full rental period at \$30/hour.

THE STUDIO SPACE

The Studio (350 sq. feet) includes 20 chairs, folding tables, easels and a deep sink. Lighting includes natural and full spectrum, and track lighting for shadows.

Rental of the Studio is available on a two-tier system:

- Standard/Corporate Rate is
\$100.00 per day (more than 4 hours)
\$60.00 (4 hours or less). *\$50.00 damage deposit is required.*
- Non-Profit Organizations and Members Rate:
\$50.00 per day (more than 4 hours)
\$30.00 (4 hours or less) *\$50.00 damage deposit is required.*

Estimated Rental Fee: _____ Damage Deposit amount: _____

FACILITY RENTAL TERMS & CONDITIONS

As a user of the space at the Campbell River & District Public Art Gallery ('the Gallery'), the Renter understands and agrees to be bound by the policies of the Gallery and the following terms and conditions:

1. The use of the rented facility:
 - a. Does not conflict with the Gallery's mission and values, and is in accordance with the Gallery's facility rental terms, conditions and policies.
 - b. Does not violate the Canadian Criminal Code (including hate propaganda laws) or the British Columbia Human Rights Code.
2. Renters will only use the facility for the purpose provided on their approved rental booking form.
3. Food and beverages can be served only if the Rental Agreement specifies, and requires a licensed bartender or "serving it right certificate". If a liquor license is required for the event it must be displayed during the full run of the event.
4. The Renter shall leave the facility in the same state of cleanliness it was found (\$60 minimum cleaning fee will be charged for any cleaning that needs to be done).
5. Food may only be set up or prepared in the Lobby or Studio. Food can be consumed in the gallery if on individual plates or serviettes. Tables and set up must happen in the Lobby or Studio.
6. The Renter shall not cause damage or disrepair to the facility or its contents. The Renter agrees to pay the costs of any additional services or materials which are necessary to ensure the proper and safe use of the Studio and/or Main Gallery for the purposes stated in the rental agreement. A credit card number must be provided upon booking to the Campbell River Art Gallery and will be charged for any damages or for any incidental costs that occur.
7. The smoking of tobacco and cannabis, and vaping, are not permitted anywhere in the facility, including outside the main entrances.
8. The Renter and their participants agree to comply with the Gallery's Communicable Disease Prevention Plan, and all current orders issued by the Public Health Officer of British Columbia.
9. Keys will not be loaned out to any individual or organization for access to the facilities. Staff will be on duty at all times during all functions (Staff fee outside of open gallery hours is \$30/hour)
10. The Renter agrees to use the said facilities at their own risk. It is the renter's responsibility to inspect for hazards and damage prior to use. Also the Renter agrees to hold the Campbell River Art Gallery harmless for all and any legal liability for loss, costs or damages resulting from bodily injury including death of, or to, any person or persons, or from the damage to the property of others arising from the use authorized by the contract.
11. Any additional time required for decorating, etc. outside of the rental period will be charged an additional fee and must be arranged prior to the day of the event subject to availability.
12. Groups wishing to decorate the facility are notified that the use of nails, tacks, staples, tape, stickers, glitter or glue are not permitted. No open flames are permitted, i.e. no candles. The use of propane heaters and BBQs are prohibited. Decorations must be removed as part of the clean up by the end of the rental period or additional cleaning charges may apply.
13. Special events at the Gallery must conclude no later than 10 pm, with all persons exiting the facility by 10:30 pm.

FOR INQUIRIES AND MORE INFORMATION:

email: admin@crartgallery.ca, communications@crartgallery.ca or call 250-287-2261.

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RENTER:

CAMPBELL RIVER &
DISTRICT PUBLIC ART GALLERY:

Signature of Renter

Signature of Gallery Rep

DATE

DATE

FACILITY RENTAL - CREDIT CARD ON FILE

Name on Credit Card: _____

Address on Credit Card _____

Phone: _____ Email: _____

CREDIT CARD # _____

EXP: _____ CVV: _____

RENTER agrees that they will provide Campbell River Art Gallery with a valid credit card to be kept on file. This card will only be charged if damage or additional charges exceed the agreed security deposit. This page will be destroyed 30 days after the rental period has ended.

RENTER: _____
Signature

DATE: _____