



VENUE RENTAL AGREEMENT

Between: Beaux Arts Brampton
16 Queen Street East, Brampton, Ontario, L6V 1A2
(905) 454-5677 – info@beauxartsbrampton.org

Facilitator/Renter Name: _____

Address: _____ City _____ Postal Code: _____

Phone: _____ Email: _____

Website: _____

Event Title: _____

Description: _____

Date(s): _____

Hours (start & end time): _____

The facilitator agrees to carry out the event described above, on the dates and times stated and the facilitator agrees to pay-in-full to Beaux Arts Brampton the grand total for rental of the event space at Beaux Arts Brampton. Final payment is due 4 weeks before the start date.

This rental agreement requires a 50% deposit (at the time of booking) of the total rental fee, to reserve the selected date(s) & block of time. If the facilitator cancels the event before 8 weeks, 50% of the deposit will be refunded. No refunds after the attrition date. Any change of event date brought forth before or after attrition date is subject to Beaux Arts availability.

Invoice # _____ Attrition Date (8 weeks prior to event date): _____

Total: \$ _____ (-) Deposit \$ _____ (=) Balance of \$ _____ due on/before _____ (date).

I have read, understand and agree to the Policy for the venue rental provided with this form.

Signature: _____ Date: _____

BAB Rep: _____ Date: _____

POLICIES FOR VENUE RENTALS AT BEAUX ARTS BRAMPTON:

Public Hours: Thursday 12 – 7 pm, Friday 12 – 5 pm, Saturday 10 – 3pm and alternate Sundays 10 – 3pm
Regularly Closed Monday through Wednesday & Holidays.
We will open by chance &/or by appointment. Also, open for Special Events.
(All subject to change without notice)

- **Partnership process:** speak to Beaux Arts about your event type and the dates and times that you are interested in. A tentative booking may be held for a one-week period until the venue rental agreement is reviewed and signed.
- **Booking information:** the venue rental agreement must be completed and signed to solidify a booked time slot on a creative event space rental schedule. If extenuating circumstances take place with operations, those dates may need to be canceled by Beaux Arts, an email notice will be sent. If negative PR is demonstrated by partner, Beaux Arts reserves the right to cancel via email notice. In the event, facilitating partner decides to cancel the event it must be done in writing on or before the attrition date specified. Event time slots are booked in minimum 2-4 blocks of time and maximum 6-8 blocks of time; including set-up & take-down.
- Beaux Arts Brampton (BAB) agrees to provide access to the designated premises for the facilitator and participants on the date(s) and times indicated on the agreement.
- The designated premises will be secured for the agreed upon date(s) & block of time only after the contract to rent the designated premises has been mutually signed and deposit for rental has been received by BAB. Facilitator agrees to make final payment at least 4 weeks before the first day of event. If facilitator does not pay by the due date, Beaux Arts reserves the right to cancel.
- A security deposit of \$100 is required to rent any of the spaces in the gallery. The security deposit will be returned to you within 10 business days after inspection of the facilities after your event. This is to ensure that no damage occurred during the event and everything was left in good working condition.
- BAB agrees to provide the designated premises in an orderly condition. The facilitator agrees to leave the designated premises in a clean and orderly condition. Please ensure that the tables & chairs are paired up, the floor is swept, and that any messes are cleaned (e.g. spills are mopped, etc.) The facilitator who is named in the rental contract is responsible for any damage to the premises or its furnishings and equipment.
- The facilitator is responsible for maintaining control of the activities of his/her participants always while on BAB premises. This agreement is for the use of the designated premises only, and does not include the adjoining spaces. Please note that venue renters have no agency over front window or any other window showcase on the premises.

- **CONDUCT:** Facilitating Partners are 100% accountable & responsible for the health & safety of their guests in attendance and guest conduct regarding respectful use (kept free of damage) and safety of the venue space & its contents. This means that the facilitating partner will provide on-going supervision through-out the time the event is happening – with respects to guests conduct in & toward the creative space. (i.e. no allowance for leaning near or on gallery walls where artworks are hung). Facilitating partners understand that they are responsible to pay deductible on insurance, in the event of any loss or damage to the artworks on display and or to the creative space contents & building overall. Special events where by visual art is the back drop are great creative spaces for your event, as guests & your public are introduced to art work in a fun and casual setting we ask consideration for the artworks be of paramount importance. Please feel free to ask any Beaux Arts staff, questions you have on this matter.
- Venue renters **MUST** supply a copy of their Special Occasion Permit and a copy of Smart Serve Certification of the designated person(s) 4 weeks prior to the event (or at final payment date) if Alcohol will be served at the event. Venue renters are subject to Beaux Arts request of FULL guest list with email and/or phone numbers of each attendee for liability purposes.
- The renter(s) is responsible for cleaning of gallery floors (sweeping & mopping), lobby, windows (dusting ledges) and washroom throughout and at end of show. Cleaning supplies are available please ask. Or pay the cleaning fee of \$55.
- Use of Beaux Arts event support items such as tables and chairs must have arrangements made with BAB staff prior to the event. Use of certain items are included; other items may be subject to additional fees for ware and tare.
- This agreement does not include use of specialized equipment located on the premises, except when requested in advance and permission granted by the director. Please note BAB will apply an equipment rental cost where applicable.
- There is no storage space, during or after event dates; please keep all packaging and wrappings with you. You must arrange material spaces with BAB staff should you need a bit of space to store materials from start to finish of your event.

PUBLIC RELATIONS POLICY

Beaux Arts Brampton Logo &/or NAMING must be included on all your event marketing material to demonstrate support of Beaux Arts Brampton, A Centre for Artists since 2002.

- The facilitator is responsible for preparing appropriate marketing; flyers, brochures, or other publicity material for publicizing the event. Beaux Arts may publicize your event, after the signing of this agreement by both parties has taken place if appropriate marketing materials are provided **before** the attrition date.
- ***It is understood*** that you are responsible to champion the promotion of the event and failure to demonstrate positive public relations/positive promotional alignment with Beaux Arts will be cause for Beaux Arts to provide notice and terminate this agreement by email.
- BAB does not provide any paid advertising. However, we will support your marketing efforts by circulating your advertisements on our media channels where/when possible. You must send your marketing materials to the marketing committee & executive director for BAB marketing support to happen.
- All marketing mock-ups you create and submit to BAB for advertising support must be original creations made by the facilitator. No copy-righted images please. BAB Reference package on Marketing, is available to you.
- **Registration** sales will be handled by BAB Staff or volunteer Members trained in gallery procedures and a print out of registration info. Will be provided to facilitating partner.
- Please note that Beaux Arts Brampton (the gallery) does **not** collect HST.

Signature in Agreement : _____ Date: _____

BAB Representative: _____ Date: _____



ACCIDENT WAIVER AND PROPERTY DAMAGE RELEASE OF LIABILITY FORM

I HEREBY ASSUME ALL OF THE RISKS OF ALL ACTIVITIES ASSOCIATED WITH THIS EVENT, including by way of example and not limitation, any risks that may arise from negligence or carelessness on the part of the persons or entities being released, from dangerous or defective equipment or property owned, maintained, or controlled by them, or because of their possible liability without fault.

I acknowledge that this Accident Waiver and Property Damage Release of Liability Form will be used by the event venue, and that it will govern my actions and responsibilities at said event.

In consideration of my application and permitting me to rent this facility, I hereby take action for myself, my executors, administrators, heirs, next of kin, successors, and assigns as follows:

(A) I WAIVE, RELEASE, AND DISCHARGE from any and all liability, including but not limited to, liability arising from the negligence or fault of the entities or persons released, for my death, disability, personal injury, property damage, property theft, or actions of any kind which may hereafter occur to me including my traveling to and from this activity, THE FOLLOWING ENTITIES OR PERSONS: Beaux Arts Brampton and/or their directors, officers, employees, volunteers, representatives, and agents, and the activity holders, sponsors, and volunteers;

(B) INDEMNIFY, HOLD HARMLESS, AND PROMISE NOT TO SUE the entities or persons mentioned in this paragraph from any and all liabilities or claims made as a result of facilitation and/or participation in this event, whether caused by the negligence of release or otherwise.

I acknowledge that Beaux Arts Brampton and their directors, officers, volunteers, representatives, and agents are NOT responsible for the errors, omissions, acts, or failures to act of any party or entity conducting a specific event on their behalf.

I understand while facilitating and participating in this event, I may be photographed. I agree to allow my photo, video, or film likeness to be used for any legitimate purpose by the activity holders, producers, sponsors, organizers, and assigns.

The Accident Waiver and Property Damage Release of Liability Form shall be construed broadly to provide a release and waiver to the maximum extent permissible under applicable law.

I CERTIFY THAT I HAVE READ THIS DOCUMENT AND I FULLY UNDERSTAND ITS CONTENT. I AM AWARE THAT THIS IS A RELEASE OF LIABILITY AND A CONTRACT AND I SIGN IT OF MY OWN FREE WILL.

Renter's Signature
(Please print legibly.)

Date

Renter's Name

Age