

Date of Application: _____

Lessor Information

The Muse - Douglas Family Art Centre
224 Main Street South
PO Box 497
Kenora ON P9N 3X5
807-467-2105
lhalley@themusekenora.ca

Applicant (Lessee) Information

Organization Name/Contact Name: _____

Address: _____

City/Prov: _____

Postal Code: _____ Phone: (H) _____

(W) _____

Email: _____

Event Information

Name of Event/Nature of Event: _____

Date(s) of Event: _____

Event Time(s): _____

Required Access Time(s): _____

Number of Expected Guests (including caterers/staff): _____

Serving Alcohol: _____ Selling Alcohol: _____

Serving Food/Beverages: _____

Please indicate below which of the Douglas Family Art Centre facilities your event wishes to use.

√	FACILITY SPACE	RENTAL FEE	NOTES
	<p>ENTIRE ART CENTRE</p>	<p>\$800 + HST (for a maximum of 4 hours)</p> <p>\$100 + HST charged for each 1/2 hour beyond the 4 hours.</p>	<ul style="list-style-type: none"> The Art Centre is available to rent outside of opening hours for a maximum of 4 hours in the evening. Longer than 4 hours on days normally closed to the public.
	<p>STUDIO GALLERY</p>	<p>Revenue-Generation \$150 + HST for 4 hours or less/ day</p> <p>Revenue-Generation \$250 + HST for more than 4 hours/ day</p> <p>Art Creation \$50 + HST/ day for The Muse members; \$75 + HST/ day for non-members</p> <p>For Revenue-Generation rentals, a 10% discount will be applied for multi-day rentals of 2-5 days; a 15% will be applied for multi-day rentals of more than 5 days.</p>	<ul style="list-style-type: none"> The Studio Gallery is available to rent subject to the programming schedule. The Studio Gallery is available to rent after hours for special events only. It is not available after hours as artist Studio space. The Studio Gallery is not available to store art overnight. The space must be cleaned out at the end of every day.
	<p>MULTI PURPOSE ROOM</p>	<p>\$125 + HST for 4 hours or less/ day</p> <p>\$200 + HST for more than 4 hours/ day</p> <p>For Revenue-Generation rentals, a 10% discount will be applied for multi-day rentals of 2-4 days.</p>	<ul style="list-style-type: none"> The Multi- Purpose Room is available for rent only during regular Museum hours or at the discretion of The Muse Director. Rental does not include access to the rest of the Art Centre. Arrangements can be made for group tours of the Art Centre. Please contact for additional information. If coffee service is required, an additional fee will be charged.

√	FACILITY SPACE	RENTAL FEE	NOTES						
	ONE GALLERY	\$150 + HST/hour NON PUBLIC HOURS ONLY							
	EQUIPMENT USE (ART CENTRE)	<table border="0"> <tr> <td data-bbox="444 321 781 352">Easels</td> <td data-bbox="781 321 1114 352">\$25 + HST</td> </tr> <tr> <td data-bbox="444 359 781 390">Audiovisual equipment</td> <td data-bbox="781 359 1114 390">\$50 + HST</td> </tr> <tr> <td data-bbox="444 396 781 428">Kitchen</td> <td data-bbox="781 396 1114 428">\$25 + HST</td> </tr> </table>	Easels	\$25 + HST	Audiovisual equipment	\$50 + HST	Kitchen	\$25 + HST	
Easels	\$25 + HST								
Audiovisual equipment	\$50 + HST								
Kitchen	\$25 + HST								

The following will be provided at no extra charge:

Tables (10 - 5' tables available)

Chairs (100 available)

Linens

Punch Bowls (2 available) - unless removed from The Museum, then rented for \$25/set

Additional facility requirements:

Chairs: How many: _____

Tables: How many: _____

Table Linens:

Wine Glasses: How many: _____

Punch Glasses: How many: _____

Punch Bowls: 1 or 2

Silver Serving Platters: How many: _____

Lectern:

Coffee Service: For how many: _____

Audio/Visual Requirements: _____

Terms and Conditions

The Group/Organization/Individual, as Lessee, will adhere to the following terms and conditions.

- Where Kenora City Council has granted approval to serve alcohol on the Douglas Family Art Centre premises, the Municipal Alcohol Policy will be adhered to.
- Individuals or groups sponsoring a Special Occasion Permit function at the Douglas Family Art Centre must provide proof of the Special Occasion Permit or Valid Caterer's Endorsement and a Certificate of Insurance to the appropriate Muse staff at least seven (7) days prior to the event.
- Obtain and submit a Certificate of Insurance that shows the event sponsor has a minimum of five million (\$5,000,000.00) commercial general liability insurance coverage (must include a Host Liquor Liability endorsement), and that The Corporation of The City of Kenora is named as an additional insured to this Policy.
- Obtain and submit required approvals as indicated in the Event Organizer checklist on page 6 of this document.
- Adhere to dates and times as indicated on the event application.
- Be responsible for the discipline of its Organization/Group while using the facilities.
- Will not do or permit any act that might be a nuisance, annoyance, inconvenience or damage to The Muse - Douglas Family Art Centre property or its members.
- Will assume all liability for damages caused directly or indirectly by the Lessee or Lessee's invitees while using the facilities.
- Provide payment prior to the event. Cheques should be made payable to THE MUSE, Douglas Family Art Centre. Credit card payment is accepted (Visa and Mastercard).
- Will assume risks of damage and injury while on the premises for the Lessee and/or the Lessee's invitees, and hold the Douglas Family Art Centre (City of Kenora) harmless and indemnified therefrom.
- Will observe all signs posted by the City of Kenora on the Art Centre premises.
- The Muse - Douglas Family Art Centre (City of Kenora) will not be held responsible for any failure in supplying facility services due to circumstances beyond their control and the Lessee, in such cases, will not be required to pay for facility services not provided.

The lessee hereby agrees to indemnify and save harmless the City of Kenora, its servants or agents, against any and all liability, loss damages costs and expenses which it may hereafter incur, suffer or be required to pay by reason of the use of the City of Kenora property by the lessee. Without limiting the generality of the foregoing, the lessee hereby agrees to indemnify and save harmless the City of Kenora against all claims arising out of infringement of royalty rights, copyright, performing rights charges, slander or libel which may occur as a result of a public performance or speeches.

The lessee has read and understands the conditions, which form part of this application.

Further, where an individual is acting on behalf of the group/organization named in this application, she/he certifies that he/she has the authority to act on behalf of said group/organization.

AUTHORIZATION SIGNATURES:

_____	_____
Group/Organization or Individual	Date

_____	_____
<u>The Muse - Douglas Family Art Centre</u> Representative	Date

Event Organizer Checklist

Facility Rental Application completed in full and signed

AND

Special Occasion Liquor Permit Application Made

Special Occasion Liquor Permit Obtained

OR

Caterer's Endorsement Available

AND

Municipal Alcohol Policy Reviewed; Appendices C, E, F, G, and H completed and signed, where applicable.

AND

Certificate of Insurance in the amount of \$5,000,000 obtained

AND

Payment Made to The Muse - Douglas Family Art Centre

Special Occasion Permit

A Special Occasion Permit (SOP) is required if you are planning to sell or serve alcohol at special occasions, such as weddings, charity fundraisers and receptions. An SOP is needed any time alcohol is offered for sale or served anywhere other than in a licensed establishment or a private place (for example, a private office or a residence).

A Special Occasion Permit application can be obtained from any LCBO store or online at www.agco.on.ca

Certificate of Insurance

Individuals or groups sponsoring a Special Occasion Permit function at the The Muse - Douglas Family Art Centre must obtain a certificate of insurance that shows the event sponsor has a minimum of five million dollars (\$5,000,000) commercial general liability insurance coverage (must include a Host Liquor Liability endorsement), and that The Corporation of The City of Kenora is named as an additional insured to this Policy.

Event liability insurance may be obtained from Standard Insurance Brokers Ltd. at 807-468-3333 or from the event