

DOUGLAS FAMILY ART CENTRE
RENTAL AGREEMENT FORM

DATE OF APPLICATION: _____

LESSOR INFORMATION

The Muse - Douglas Family Art Centre
224 Main Street South
PO Box 497
Kenora, ON P9N 3X5
807-467-2201
tzebruck@themusekenora.ca

APPLICANT (LESSEE) INFORMATION

Contact Person: _____ Email: _____
Organization: _____ Address: _____
Phone: _____ City: _____ Province: _____

EVENT INFORMATION

Name/Nature of Event: _____

Date(s) of Event: _____
Event Time(s): _____
Required Access Time(s): _____
Number of Expected Guests (including caterers/staff): _____
Serving Alcohol (Yes/No): _____ Selling Alcohol (Yes/No): _____
Serving Food/Beverages (Yes/No): _____
Caterer Name: _____
Caterer Phone: _____ Caterer Email: _____

Please indicate below which of the Douglas Family Art Centre facilities you wish to use.

√	FACILITY SPACE	RENTAL FEE	NOTES
	ENTIRE ART CENTRE INCLUDING STUDIO	\$1200 + HST for 4 hours or less / day \$100 + HST charged for each additional 1/2 hour \$250 + HST to remove studio furniture	<ul style="list-style-type: none"> The entire Art Centre is available to rent outside of opening hours for a maximum of 4 hours in the evening, or longer than 4 hours on days normally closed to the public. Or at the discretion of management.
	EAST SIDE OF ART CENTRE (NO STUDIO)	\$800 + HST for 4 hours or less / day \$100 + HST charged for each additional 1/2 hour	<ul style="list-style-type: none"> This space is available to rent outside of opening hours for a maximum of 4 hours in the evening, or longer than 4 hours on days normally closed to the public. Or at the discretion of management.
	STUDIO GALLERY	<p>For hosting events, workshops, and other programs:</p> \$165 + HST for 4 hours or less / day \$275 + HST for more than 4 hours / day <p>For an event longer than one day, requiring furniture removal</p> \$250 / day + \$350 set up fee + HST <p>For an event longer than one day, requiring furniture removal (not for profit)</p> \$250 / day + \$200 set up fee + HST <p>For non-revenue generating art creation:</p> \$50 + HST / day for Muse members \$75 + HST / day for non-members	<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.

	MULTI PURPOSE ROOM	<p>\$140 + HST for 4 hours or less/ day</p> <p>\$225 + HST for more than 4 hours/ day</p> <p>\$40 +HST for coffee/tea service (includes cream, sugar, and cups)</p>	<ul style="list-style-type: none"> • The Multi-Purpose Room is available for rent only during regular operating hours or at the discretion of The Muse. • If coffee/tea service is required, an additional fee will be charged. 										
	UPPER <u>OR</u> LOWER GALLERY	<p>\$175 + HST/hour for Upper Gallery</p> <p>\$200 + HST/hour for whole Upper Level</p> <p>\$150 +HST/hour for Lower Gallery</p>	<ul style="list-style-type: none"> • Available to rent outside of regular operating hours. Available during opening hours at the discretion of The Muse. 										
	LOUNGE/ UPPER HALL	<p>\$75 +HST/ day</p>	<ul style="list-style-type: none"> • Available to rent outside of regular operating hours. Available during opening hours at the discretion of The Muse. 										
	EQUIPMENT USE (ART CENTRE)	<table border="0"> <tr> <td>Easels</td> <td>\$30 +HST</td> </tr> <tr> <td>Audiovisual Equipment</td> <td>\$50 +HST</td> </tr> <tr> <td>Kitchen Access</td> <td>\$40 +HST</td> </tr> <tr> <td>Wine Glasses</td> <td>\$40+HST</td> </tr> <tr> <td>Music</td> <td>\$45+HST</td> </tr> </table>	Easels	\$30 +HST	Audiovisual Equipment	\$50 +HST	Kitchen Access	\$40 +HST	Wine Glasses	\$40+HST	Music	\$45+HST	
Easels	\$30 +HST												
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Music	\$45+HST												

Rental of a particular space in the Art Centre does not include access to the rest of the Art Centre. Please check the box below to indicate you have read and understand these terms.

- I understand that only the spaces indicated on this form will be accessible to myself and my guests during the rental period.

If you are interested in booking a group tour of the Art Centre as part of your rental, please check the box below and a staff member will be in touch to discuss pricing and availability.

- I am interested in booking a group tour of the Art Centre.
- I am interested in booking a group tour of both the Art Centre and the Museum.

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 Muse, then rented for \$25/set
- Access to public washrooms

ADDITIONAL FACILITY REQUIREMENTS

Please indicate whether you require the following:

- Chairs.** How many? _____
- Punch Bowls.** How many? _____
- Tables.** How many? _____
- Serving Platters.** How many? _____
- Table Linens.** How many? _____
- Lectern.** How many? _____
- Wine Glasses.** How many? _____
- Coffee Service.** For how many? _____

- Audio/Visual Services.** Please describe in detail your requirements: _____

- Other Requirements:** _____

TERMS & 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

Applicant/Lessee	The Muse/Lessor
Date	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. A 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 a local insurance broker.