

MACLARENARTCENTRE, BARRIE

FACILITY RENTAL AGREEMENT 2016-2017



Shannon Phillips
Event Services
705-720-1044 ext. 256
eventservices@maclarenart.com

Tania Gregoire
Food & Beverage Manager
705-720-1044 ext. 250
tania@maclarenart.com

MacLarenArtCentre

Premises Rental Agreement

Applicant		Number of participants:	
Mailing address			
Phone		Email	
Date(s)			
Event Start Time	Weekdays After 5pm, Weekends After 4pm		
Required		Rate	
Rental Deposit	Required for each booking (balance due 14 days prior to the event/start of the rental period)	50%	
Damage Deposit	Required 14 days prior to the event/start of the rental period	25%	
Spaces available	Notes	Rate	
Carnegie Room	Weekend rentals: Includes Massie Family Courtyard, Harris Hall and the Radio Café	\$1850	
	Weekday rentals: Includes Massie Family Courtyard, Harris Hall and the Radio Café	\$1000	
Harris Hall	Includes Main Foyer, Massie Family Courtyard, Radio Café (only available after 5pm)	\$350	
Rotary Education Centre	Full Day (4hrs+) ½ Day (4hrs or less)	\$350 \$175	
Main Level	Includes Harris Hall, Rotary Education Centre, Massie Family Courtyard, Radio Café (only available after 5pm)	\$550	
Massie Sculpture Courtyard	Ceremony only	\$600	
Boardroom	Accommodates 16-20 people	Please Inquire	

Socan Fee	Music only	\$29.56	
	With dancing	\$59.17	
		HST(SOCAN)	
		Total	
		Balance	

Rules and Regulation for use of the MacLaren Art Centre

1. Absolutely no art can be blocked from view during Gallery hours, including any curtains, archways, and other décor, without express permission in writing by the executive director.
2. No private event can begin in public spaces of the MacLaren Art Centre during public hours. Set up must take place once we are closed to the public. Specific exemptions may be given to rentals of the Carnegie Room.
3. No Smoking is permitted in the building or in the courtyard.
4. Absolutely no open flame, confetti or decorative glitter is permitted the building, in the courtyard or anywhere on the grounds.
5. Absolutely no food or beverages are permitted on the second floor gallery level without written permission from the Executive Director.
6. Absolutely no access to any office space or related equipment.
7. Absolutely no tape or adhesive material will be allowed on any floors or walls.
8. Absolutely no alteration to the rental space is permitted without written permission from the Executive Director.
9. The Communications Department and the Executive Director must have prior approval of all promotional material and signage (exterior and interior) from the Applicant.
10. The MacLaren Art Centre reserves the right to exhibit works of art in the rental space and/or physically alter the rental location(s) (e.g. paint walls, etc.) for gallery programming.
11. All exits must be kept free from obstruction in case of fire.
12. The Applicant may be required to pay for a gallery attendant after regular gallery hours.
13. This fee is \$30/hr. This applies to events that do not include the services of the Radio Café or Bar Service.
14. The MacLaren Art Centre is a fully licensed establishment. Groups wishing to have alcoholic beverages at their event must make arrangements with the food & beverage manager. This should be done no later than four weeks before large events, to ensure that special requests can be fulfilled.
 - a. All bars are run and staffed by the MacLaren Art Centre.
 - b. Bars are supplied with MacLaren glassware. Any additional glassware must be rented and paid for by the renter.
 - c. Bar bills must be paid within 48 hours of the completion of the event.
 - d. A 15% gratuity will be added to all host/open or bar invoices.
 - e. All alcohol entering the building must be purchased under the MacLaren's liquor license.
 - f. Alcoholic drinks are priced between \$5.50 and \$6.75 each, tax included. Pop and Juice is priced between \$1 and \$2 tax included. These prices are subject to change
 - g. The MacLaren Art Centre reserves the right to select the brands of wine, liquor and beer being served at the bar.
 - h. Wedding parties wishing to provide guests with table wine at dinner will be able to choose the brand of wine being served. They will be billed according to the cost price of the bottle plus an \$8 corkage fee per bottle.
 - i. Exception to the rule - homemade wine may be served for (religious events only). Any wedding party that wishes to supplying homemade wine to their guests must obtain a Special Occasion Permit through the LCBO for the service of alcohol at least two weeks (10 business days) prior to the event. Serving homemade wine is subject to an \$8 corkage fee per bottle. During the time the homemade wine is being served on the tables, legally the MacLaren Art Centre's bar must be closed. A copy of the liquor license must be provided to The MacLaren Art Centre prior to the event. If the permit is not provided, the homemade wine will not be served at the event.

15. For weddings and large corporate events, proof of liability insurance is required, naming the MacLaren Art Centre and the City of Barrie as extra insured, for the day of the event and the day following if the event ends after midnight. Five million dollars liability coverage is required. The building capacity is 330.
16. The MacLaren will not be responsible for personal injury or damage, nor for the theft or loss of clothing or equipment of the Applicant or anyone attending on the invitation of the Applicant.
17. All Applicants must comply with Federal, Provincial and Municipal By-Laws.
18. The Applicant shall be responsible for the conduct and supervision of all persons admitted to the premises for the event/during the rental period and shall see that all regulations contained in the Rental Agreement are strictly adhered to.
19. All Applicants are asked to perform a basic clean up after their event. The Applicant may be charged for cleaning services, if their vendors don't not leave the premises as clean as they found it.
20. A damage deposit of 25% of the rental fee is required fourteen (14) days before the start of the rental period. An inspection of the rental space will be arranged immediately before and immediately after the rental period with the Applicant. If the Applicant is unavailable, the MacLaren will photograph the premises. The cost of repairing any damages to the rental premises shall be deducted from the damage deposit, and any additional costs for repairs will be charged directly to the Applicant. The MacLaren will contract professional technicians to repair any damages. The damage deposit, less expenses for repairs, will be refunded at the end of the rental period. Damage to the building, equipment or furnishings, misuse of facilities or lack of adequate supervision may result in termination of this contract and cancellation of future rentals.
21. The Applicant must contact Shannon Phillips or Tania Gregoire (705-721-9696) no later than three days prior to the event in order to co-ordinate delivery and set-up requirements. All décor and related items must be removed from the building at the end of the event.
22. A signed contract and a 50% deposit of the rental fee is required, upon booking, to reserve any of our facilities for a function. The deposit is fully refundable up to six months prior to the date. Final payments are due two weeks before the scheduled event by cheque, money order, VISA, MasterCard, debit or cash. Events cannot take place without payment of the entire rental fee and prior signed contract.
23. You may put a "tentative hold" on a space for 30 days or until another interest is shown. In such cases, you will have 48 hours to decide to book the space with deposit or to release the space.
24. There will be a \$25 charge for all NSF cheques.
25. SOCAN fee - The Society of Composers, Authors and Music publishers of Canada (SOCAN) under federal license we must charge a fee under Tariff 8 – Receptions, Conventions and Assemblies for using prerecorded music. Fee for music with dancing is \$59.17, without dancing is \$29.56. These fees are in addition to the rental rates and are subject to H.S.T. For more information about SOCAN visit www.socan.ca/licensees/faq-licensing
26. The MacLaren provides the use of the loading dock, which is located behind the building, and can be entered from either Collier Street or Mulcaster Street. Due to the temperature controls in the galleries, the loading door may not be open at the same time as the door into the gallery. A two-step load process is required. Due to the high use of the loading dock, load-ins are to be completed promptly. Absolutely no parking is permitted in the loading dock area.
27. The MacLaren provides the use of the loading dock, which is located behind the building, and can be entered from either Collier Street or Mulcaster Street. Due to the temperature controls in the galleries, the loading door may not be open at the same time as the door into the gallery. A two-step load process is required. Due to the high use of the loading dock, load-ins are to be completed promptly. Absolutely no parking is permitted in the loading dock area.

- 28.** While we make every effort to deliver client satisfaction, we are an art gallery first and foremost. These requirements are the determining factors when we set our lighting and temperature levels. If there is a specific lighting level or ventilation, cooking, power or other requirements essential to your event, please communicate this before booking and we will be happy to work with you to determine what's possible.
- 29.** The Applicant agrees to pay for any damages arising from the Applicant's use of the said premises, and agrees to observe all regulations of the MacLaren as outlined in this Rental Agreement.

30. Included in the rental fee

150 Chiavari chairs
16 60-inch round tables
Up to 4 rectangle tables measuring 5ft x 2.5ft
Up to 10 rectangle tables measuring 6ft x 2.5ft
Podium
Microphone & use of sound system (for small meetings/events)
Easels
Coat racks and hangers

*The MacLaren will provide the set-up of its own equipment.

- 31.** Set-up arrangements for any rented equipment, such as tables or chairs, will be the responsibility of the applicant. Delivery times, such as when rented tables and chairs can be delivered will be at the discretion of the MacLaren. All rentals will need to be delivered to the shipping door, and returned to the shipping area at the end of the event. The applicant is responsible for making arrangements for this.
- 32.** Capacity numbers are given, but capacity varies depending on set-up of tables & chairs.

Carnegie Room

Seated dinners: 150 guests or fewer will allow for enough room for a dance floor.

Cocktail style: up to 200 guests

Main Level

Cocktail style: up to 100 guests

Wedding Ceremony only

Carnegie Room: The MacLaren will provide 150 chairs and set up.

Massie Courtyard – The MacLaren will provide 90 chairs and set up.

- 33.** Washrooms are located on all levels. The main and upstairs levels are each equipped with one single unisex wheelchair accessible washroom.
- 34.** The MacLaren Art Centre does not have designated parking. Street parking and parking lots are available in the area. The City of Barrie does not charge parking fees on Saturdays or Sundays.
- 35. PUBLIC HOURS**
Monday-Friday: 10am-5pm
Wednesday 10am-7pm
Saturday: 10am-4pm
Sunday: 10am-4pm
Closed Statutory holidays.

My signature, hereunder, confirms that I have read and understand the regulations of this agreement and I hereby agree to abide by them.

Event _____ Name: _____

Date: _____ Signature: _____

Date: _____ Deposit received _____

Date: _____ Approved by: _____

Recommended Vendors

The MacLaren Art Centre provides a room for caterers to use. However, this room is not a kitchen. We do not provide any kind of equipment. Therefore, we provide a list of recommended caterers who have catered here many times and are familiar with the venue. We will work with any caterer, however, caterers unknown to the MacLaren will have to meet with us before hand to view the venue, and understand what is expected of them.

Craving's Fine Food Market & Catering – 705 734 2272
Michael & Marion's – 705 721 1188
The Farm House – 705 737 0522
Wildwood Hospitality Solutions – 705 727 3772
Casal Catering – 705 735 2727

Art in Bloem – Florals and Event Design 705 309 1950
artinbloem.ca

Elite Party Rentals and Décor – 705 722 6030
elitepartyrentals.ca

Nat Caron Photography – 705 797 0703
natcaronphotography.com

Jennifer Klementti Photography – 705 719 9769
www.jenniferklementti.com

Enlightened Images Photography – 705 728 8405
enlightenedimages.ca

Keep Them Dancing Disc Jockey Services – 705 722 6469
keepthemdancing.com