



Premises Rental Agreement

Contact information

Applicant		Number of participants:
Mailing address		
Phone		Email
Date(s)		Time(s)
Caterer		Phone #

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%

Resources available	Notes	Rate
Rooms (fee includes set up of tables and chairs):		
Carnegie Room	Includes Massie Family Courtyard, Rotary Education Centre, Harris Hall, Radio Café	\$1600
	Wedding Ceremony Only	\$500
Harris Hall	Includes Main Foyer, Massie Family Courtyard, Radio Café (only available after 5pm)	\$300
Rotary Education Centre	Full Day (4hrs+)	\$300
	½ Day (4hrs or less)	\$150
Main Level	Includes Harris Hall, Rotary Education Centre, Massie Family Courtyard, Radio Café (only available after 5pm)	\$500
Massie Sculpture Courtyard	Ceremony only	\$500
Boardroom	Accommodates 16-20 people	Please Inquire

Gallery attendant fee may apply after regular gallery hours (\$20/hr)

Equipment:

Tables		Incl
Chairs	150	Incl
Socan Fee	Music only	\$29.56
	With dancing	\$59.17
		Subtotal
		GST
		Total

Thank you for choosing the MacLaren Art Centre as a venue for your special event. The MacLaren Art Centre is a public art gallery that presents temporary exhibitions and houses an extensive collection of art works. As well as striving to maintain professional conduct, the MacLaren conforms to Canadian Museum Standards including specific climate controls. We request that guests respect these standards and act in accordance with the nature of the facility.

Regulations of building use:

1. NO SMOKING is permitted in the building or in the courtyard.
2. Absolutely NO OPEN FLAME, Confetti or Decorative Glitter is permitted in the building, in the courtyard or anywhere on the grounds.
3. Absolutely NO FOOD OR BEVERAGES are permitted on the second floor gallery level without written permission from the Executive Director.
4. Absolutely NO access to any office space or related equipment.
5. Absolutely NO tape or adhesive material will be allowed on any floors or walls.
6. Absolutely NO alteration to the rental spaces without written permission from the Executive Director.
7. The Communications Department and the Executive Director must have prior approval of all promotional material and signage (exterior and interior) from the Applicant.
8. 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. Under no circumstances will the MacLaren Art Centre remove art from the walls for rental purposes.
9. 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.
10. 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.
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. This fee is \$20/hr. This applies to events that do not include the services of the Radio Café.
13. Groups wishing to have alcoholic beverages must make arrangements with the Manager of the Radio Café. All bars are run and staffed by the Radio Café and a 15% gratuity will be added to all host bars (net of taxes). All alcohol entering the building must be purchased under the MacLaren's liquor license.
14. For weddings and large corporate events, proof of liability insurance will be 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. A minimum of five million dollars liability coverage is required. The building capacity is 330.
15. All Applicants are asked to perform a basic clean up after their event. For an extended rental period, the Applicant may be charged for cleaning services, unless otherwise arranged.
16. A damage deposit of 25% of the rental fee is required ten (10) 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.
17. The Applicant must contact the MacLaren (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 taken out of the building at the end of the event.
18. If notice of cancellation of this booking is received in writing from the Applicant more than sixty (60) days prior to the event/start of the rental period, a refund of the deposit will be made, less the administration fee of \$25.00, which is non-refundable. No refund of the deposit will be made for cancellations received sixty (60) or fewer days before the event/rental period.
19. There will be a \$20.00 charge for all NSF cheques.
20. The Society of Composers, Authors and Music publishers of Canada (SOCAN) under federal license are authorized to charge a fee under Tariff 8 - Receptions, Conventions and Assemblies for using prerecorded music. Fee with dancing is \$59.17, without dancing is \$29.56. These fees are in addition to the hall rates and are subject to G.S.T.

21. The MacLaren adheres to Canadian Museum Standards and seeks to maintain consistent humidity and temperatures throughout the building. It is requested that its guests abide by this same standard. Gallery doors are to remain closed at ALL times. If unloading equipment or catering supplies at the shipping door, it is ESSENTIAL that the inside and the outside shipping doors not be open at the same time.

The undersigned 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. No booking by an outside person or group is confirmed unless an agreement has been signed by an authorized representative of that group and a deposit of 50% of the rental fee has been paid and the contract has been approved by an authorized representative of the MacLaren Art Centre.

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 by, receipt #:	_____
Date:	_____	Approved by:	_____