



FACILITY RENTAL

The Leamington Arts Centre (LAC) is situated in the heart of uptown Leamington at 72 Talbot Street West, The 9,000 square foot facility is state-of-the-art, fully accessible and offers three floors of galleries, meeting rooms, and studio spaces. The main floor boasts three large galleries with 2000 square feet of floor space.

The LAC is proud to provide a gathering place for your programming needs and special events. Our space is available to individuals, businesses, community groups and organizations for private social events, educational and business events and our staff will gladly work with you host your event.

AGREEMENT

This agreement is between the South Essex Arts Association/Leamington Arts Centre (SEAA/LAC)

and _____ for rental of _____
(person responsible) (facility space)

on the date of: _____ from _____
(event date) (time of event, including set up and take down)

for the purpose of: _____ Estimated Attendance: _____
(type of event)

RENTAL RATES

* Rental rate for the Galleries is for after-hours events. **Add \$25 for rentals during regular gallery hours** to offer public closure of the gallery for

Facility Space	Rental Rate <small>(rentals up to 4 hours)</small>	Extended Rental Time <small>(rentals over 4 hours)</small>	Recommended Usage
Galleries <small>(Main Floor – Standing Capacity 145)</small>	\$150.00 <small>(includes as listed below) *wedding receptions & ceremonies, see below</small>	+ \$50.00/hour	Large Social, Business or Educational Events Ex: Showers, Book Releases, Music Performances...
Community Room <small>(2nd Floor – Standing Capacity 45)</small>	\$25.00 <small>(includes 25 chairs & 3 8ft tables)</small>	+ \$25.00/hour	Small Meetings, Seminars, Workshops
Studio <small>(Basement – Standing Capacity 60)</small>	\$25.00 <small>(includes 25 chairs & 3 8ft tables)</small>	+ \$25.00/hour	Arts and Crafts Classes

private events. Does *not* apply to Community Room or Basement Studio space rentals.

* Gallery Rental for **Wedding Receptions and/or Ceremonies (excluding showers)**: \$300, \$75 per hour over 4 hour rental

INCLUDED IN RENTAL OF GALLERIES

(check box as required)

- Percolator, Kettle & Coffee Mugs
- Toaster Oven & Microwave
- Mini-Fridge
- Serving Platters
- List of local caterers & wineries
- ___ Black Padded Chairs (max. 50)
- ___ 6ft Table(s) with Black Linen (max. 4)

* LAC staff are present at all rentals of galleries

EXTRA EQUIPMENT RENTALS AVAILABLE:

(check box as required)

- Amplified Podium with Microphone (\$10)
- Digital Projector (\$10)
- Laptop (\$10)
- 40 Wine Glasses (\$10)
- ___ Bar Stools (\$15 ea.)
- ___ Cocktail Tables with Black Linen (\$35 ea.)
- ___ 8 ft. Table(s) with Linen (\$5 ea., max. 3)
- ___ Extra Plastic Chairs (\$2 ea., max. 20)

Additional Request / Notes: _____

TERMS AND CONDITIONS

- a) Payment in full is required at time of booking. (Visa, MasterCard, debit, cheque, cash)
- b) Requests will be approved based in the type if meeting/event and availability of the requested space.
- c) Pins, nails, tape or other adhesives are NOT permitted on the walls, doors, columns or floors.
- d) Any and all decorations must be pre-approved by the LAC administration or they may be removed.
- e) Open flames such as candles, incense, or burners are NOT permitted.
- f) Dogs and cats are NOT permitted. (Excluding service animals accompanied with documentation)
- g) Children under 12 must be accompanied by an adult at all times.
- h) Alcohol is permitted ONLY if a Special Occasion Permit (SOP) is obtained from the AGCO/LCBO, a copy provided to the SEAA/LAC along with a copy of liability insurance coverage, naming the LAC on the policy. (Speak with your agent and ask about a Personal Alcohol Liability - PAL coverage.) It is also recommended to have a designate with a Smart Serve or a winery is contracted to attend and serve.
- i) Smoking is NOT permitted anywhere on the property.
- j) All artwork on display is protected by copyright laws, therefore photography of any artwork is strictly PROHIBITED. Photography of individuals or of the event with artwork in the background is permitted.
- k) The Renter is responsible for the safety and proper use of equipment and facility and will be held financially liable for any lost, stolen or damages caused by fault or negligence of the renter and attendees (invited or not)
- l) Renter shall not duplicate or loan any key(s) and all key(s) and all keys must be returned within 2 days of the event.
- m) Rental times must be adhered to or additional overage fees will be charged.
- n) The LAC reserves the right to review and approve all promotional materials and advertising for all events and the renter agrees that in no way does the facility rental imply a partnership.
- o) All property of the renter shall be removed from the facility immediately upon the end of the event.
- p) A minimum of 2 weeks cancellation notice must be given. A \$50 administration fee will be applied to the credit refund. Charges for the equipment are NOT refundable.
- q) A fee of \$25 will be charged for NSF cheques plus an additional \$25 administration fee.
- r) The renter agrees to adhere to all municipal, provincial, and federal laws and regulations.
- s) The SEAA/LAC reserves the right to eject any person(s) from the facility that causes a disturbance or violates any part of this agreement or laws.
- t) The SEAA/LAC reserves the right to approve any caterers or other third parties utilized during the rental.
- u) The SEAA/LAC reserves the right to terminate this agreement for any reason.

RENTER CONTACT INFORMATION

Name: _____

Address: _____

Postal Code: _____ Phone: _____ Alt. Phone: _____

Email: _____

TOTAL RENTAL FEES:

Event Rental: \$_____ + Hour(s) Over 4: \$_____ + Extra equipment: \$_____ = **TOTAL \$**_____

I/we have read and agree to/will adhere to the terms and conditions stated for the LAC facility rental.

Signature: _____ **Date:** _____

<p>Office Use:</p> <p>Payment Method & Date: _____ Keys: _____ Approved by: _____</p>
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Gallery



Community Room



Lower Studio



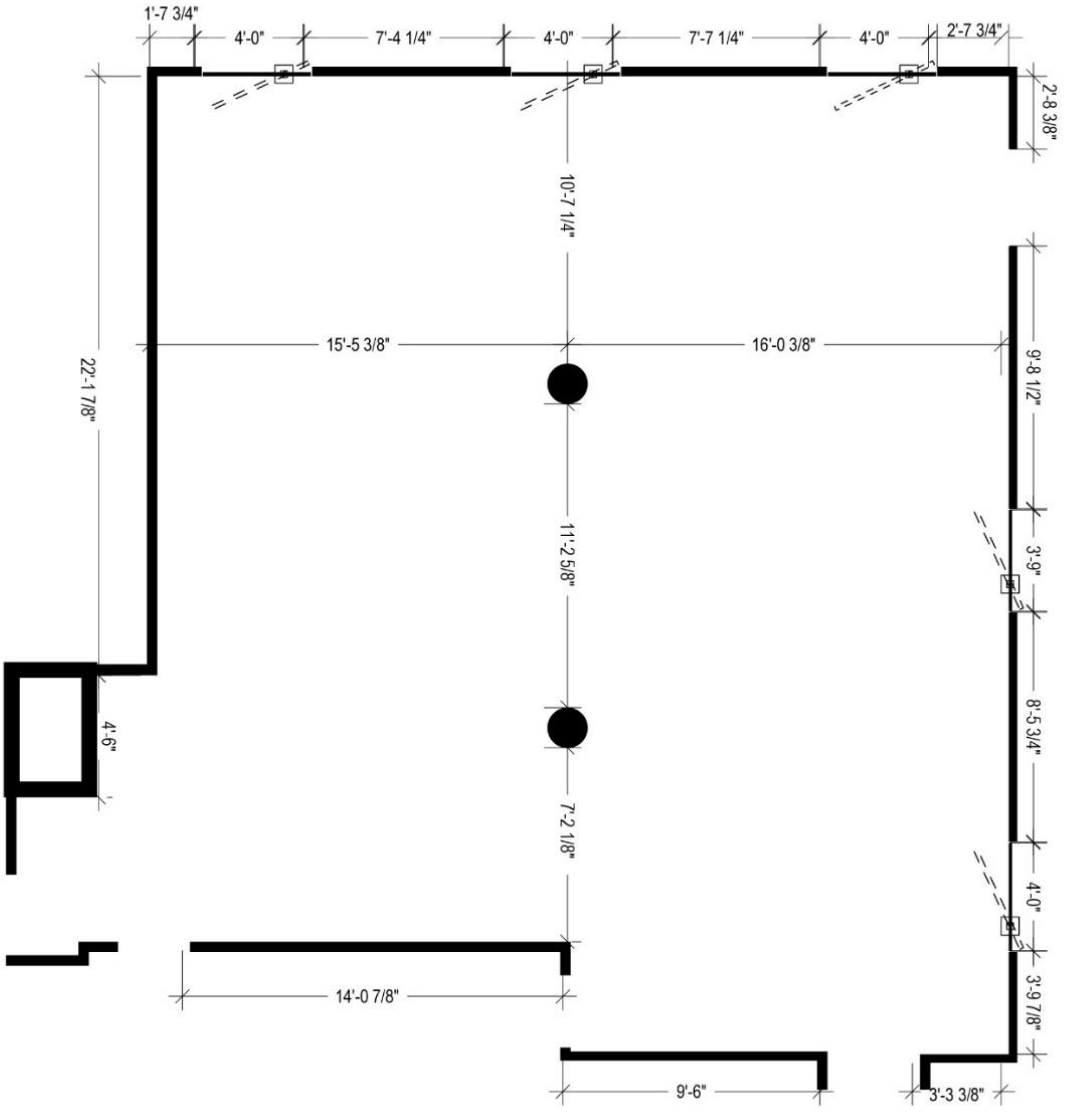


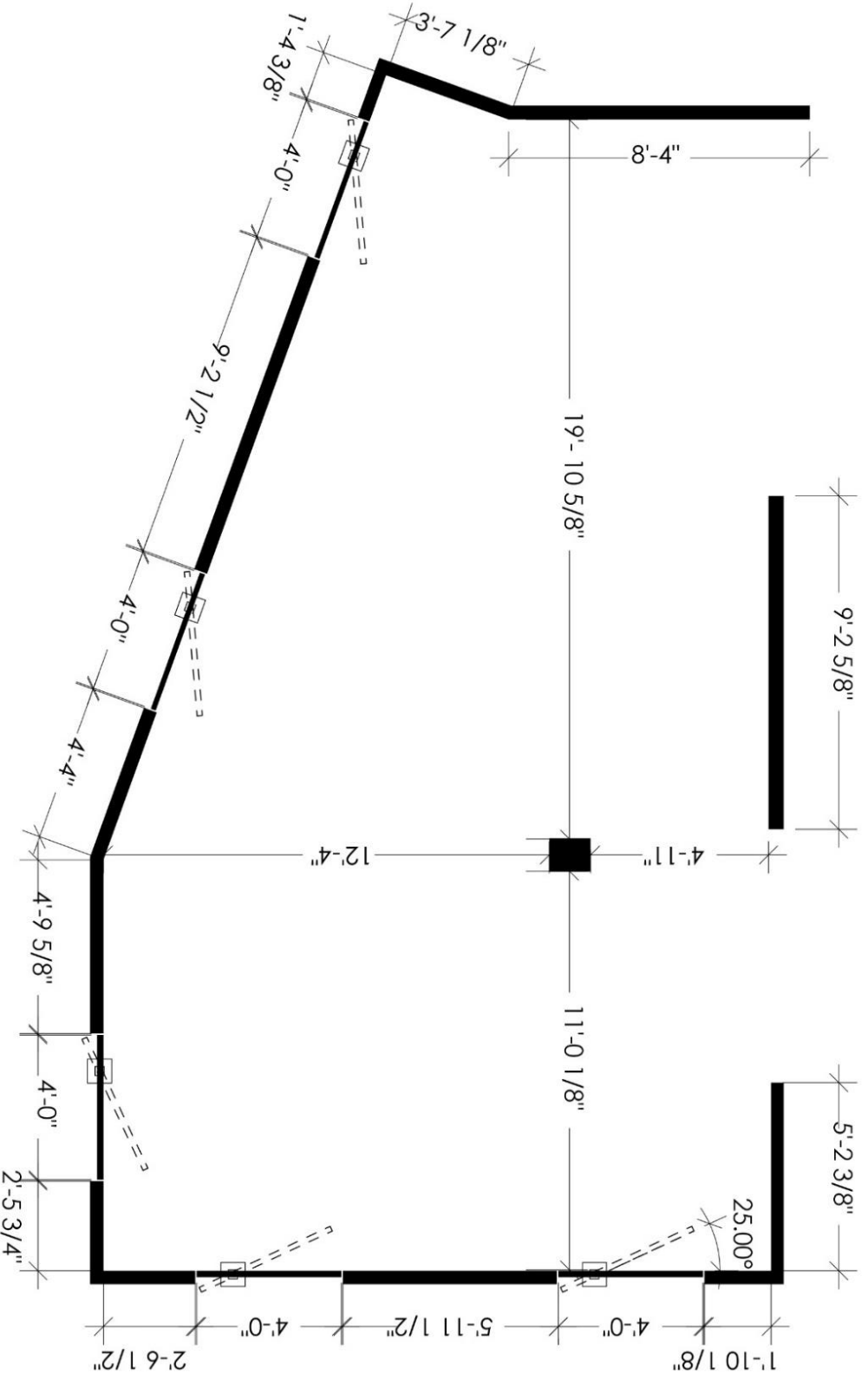
Learnington Arts Centre
Create. Sustain. Celebrate.

Main Gallery Floor Plan

Drawing produced by Anthony Yousef.

Drawing not to scale.



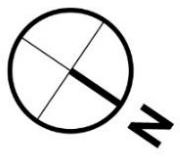


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Second Gallery Floor Plan

Drawing produced by Anthony Youssef.

Drawing not to scale.





Learnington Arts Centre
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Middle Gallery Floor Plan

Drawing produced by Anthony Youssef.

Drawing not to scale.

