



Facility Rental Contract

Renter Information		
Name/Company		
Address		
City	Province	Postal Code
Phone	Cell	Fax
Contact Name		E-Mail

Rental Information			
Event		Event Start Time	Event End Time
Date(s) of Rental		Facility enter Time	Exit Time
Space(s) Rented/Wedding package		To ensure the contracted exit time, all bars, food and beverage stations must close 60 minutes prior to the contracted exit time. Any rental that exceeds exit time stated on contract will be charged \$100 for each additional 15 minutes.	
Expected attendance	Security Time Required Outside of Gallery Hours	Facilitator Time Requested for Gallery Tour	Exhibition Access Time Requested Outside Gallery Hours
MacKenzie Equipment Required		Agenda	

Catering/Outside Equipment Information			
Catering Service		Phone	Arrival time
Bartender		Phone	Arrival time
Entertainment Services		Phone	Arrival time
Equipment Rental(s)	Item	Phone	Arrival time

Deposit Payment		Deposit Amount (50% of Room Rental/Wedding Package) : \$	
PAID BY: <input type="checkbox"/> Cash <input type="checkbox"/> Cheque <input type="checkbox"/> Credit Card		CARD TYPE: VISA M/C AMEX	
Card #		Expiry Date	
Cardholder Name		Cardholder Signature	

Facility Rental Rules & Policies

Booking

- a. Deposit: 50% of rental cost, signed contract between the MacKenzie Art Gallery (MAG) and renter plus a credit card number for our files are due at the time of booking. The remainder of the rental fee including any incurred costs is due within 14 days following the event.
- b. Cancellation: Deposit is forfeited if renter cancels booking less than 30 days before the date of event. Cancellation by either party more than 30 days before the event will result in return of deposit less \$50 administration fee.
- c. MAG does not accept bookings for religious, political or fundraising events and reserves the right to refuse booking events which are objectionable or contrary to the artistic, cultural or educational nature of the Gallery.

Renter initials _____

Security

- a. MAG hours of operation extend to 5:30 pm on Monday, Tuesday Wednesday, Saturday & Sunday and to 9:00 pm on Thursday and Friday. Security is mandatory for events taking place beyond Gallery hours at a rate of \$50/ hr for main level events and \$75/hour for exhibition level events from the end of Gallery hours until exit time stated on contract. **Any rental that exceeds exit time stated on contract will be charged \$100 for each additional 15 minutes.**
- b. MAG security are present to safeguard the artwork and secure the Gallery and do not function as personal security for the benefit of hosts or guests attending events. All event participants must comply with insuring the safety and security of the artwork. Gallery personnel and security are authorized to expel individuals who violate Gallery policies, procedures and practices.

Renter initials _____

Food, Beverages, Entertainment and Equipment

- a. MAG supplies the room ONLY. Food, beverages, table linens, china, utensils, bar service, music and clean-up are the Renter's responsibility.
- b. Food & Beverages: Food and drink are confined to the facility rented and are not permitted in the Shumiatcher Theatre, Bobbie Taylor Resource Centre and exhibition spaces at anytime. Cooking must be confined to the kitchen area ONLY. Kerosene food warmers are allowed outside kitchen spaces however propane burners used for food preparation are prohibited. All food items must be purchased product or supplied by a licensed caterer due to health regulations.
- c. Alcohol: If alcohol is served at your event, a Special Event permit, valid for eight (8) hours only, is required from Saskatchewan Liquor & Gaming. The Renter is responsible for obtaining a liquor permit which MUST be posted during their event. The renter is responsible for getting all the alcohol, mix, ice and glasses as well as any other equipment needed in the bar for event.
- d. Delivery: Rental equipment can be delivered on the day of the event. Gallery personnel may sign for deliveries but will not be responsible for the accuracy of the delivery.
- e. Clean-up & Exit Time: All food, beverages, supplies and equipment not owned by the Gallery must be removed from the MAG premises immediately following an event. To ensure the contracted exit time, all bars, food and beverage stations must close **60 minutes** prior to the contracted exit time. **Any rental that exceeds exit time stated on contract will be charged \$100 for each additional 15 minutes.**
- f. The MacKenzie is not responsible for loss, theft, or damage to rental equipment. Any items left in or on the property will be held for seven (7) business days, after which time said items will be disposed of at the discretion of MAG staff.

Renter initials _____

Decorating and Set-up

- a. Decorations: Candles, confetti, rice, bird seed and bubbles are prohibited from the Gallery.
- b. All floral arrangements must be constructed with items supplied by florists only and NOT from private gardens.
- c. Any hanging decorations in the Salon area must be suspended only on the hooks provided. No tacks, pins, nails or any type of adhesive putty or tape are to be used on the walls and/or ceiling.
- d. Set-up: A walk-through with our Gallery Preparator and/or Facility Rental Staff must take place within 14 days prior to the event. All arrangements for the event, including set-up, floor plans, delivery schedule and technical needs will be agreed on at this time.
- e. All decorations and flowers must be removed from the Gallery at the conclusion of the event.

Renter initials _____

General Rules & Regulations

- a. The renter will hold the MacKenzie Art Gallery harmless from any and all claims arising from the content of its events, or presentation, liquor related events, the actions of its employees, and representatives, within and/or outside the premises of the MacKenzie Art Gallery and for damage to property under the control of the MacKenzie Art Gallery, however caused. The gallery reserves the right to request the certificate of insurance if appropriate.
- b. The area(s) rented must be left in the condition in which it was received. The MacKenzie reserves the right to charge the Renter a clean-up fee of \$50/hr fee if the facility and equipment (walls, floors, upholstery etc.) are not left reasonably clean and orderly (free from stains, spills, debris, etc.) In the event of any loss, waste, damage, or destruction to the Gallery or the equipment, the Gallery shall have the right to have the same replaced, repaired or restored at the expense of the renter.
- c. The entire facility is non-smoking we request and will enforce strict observance of this regulation, Smoking is allowed outside the premises and ONLY in designated areas.
- d. Vehicles must park in the designated parking lot only. Parking is prohibited in the semi-circular, fire lane drive. The semi-circular drive may be used for loading and unloading people and supplies. At no other time may the Gallery entrance drive be blocked by the Renter, its guests, employees, or contractors.
- e. No animals, unless working, are allowed onto the premises.
- f. No works of art shall be allowed onto the premises without prior approval from the MacKenzie Art Gallery.
- g. Photography is permitted in the Agra Torchinsky Salon and Shumiatcher Theatre ONLY. Photographs in other areas of the MacKenzie Art Gallery are not permitted. Photography in the TC Douglas Lobby is on a first come first serve basis and cannot be booked.
- h. All exits and exit signs must be kept clear of obstructions to comply with fire regulations.
- i. Furniture or fixtures may not be moved except by MAG personnel.

Renter initials _____

ACKNOWLEDGEMENT FORM

The Undersigned (Renter) hereby agrees to rent from The MacKenzie Art Gallery such facilities & equipment as listed above. Use is restricted to rented areas ONLY. Access to Exhibition Gallery spaces is not permitted unless indicated. Facility space(s) & equipment rented shall be available to the renter from agreed upon time, and not continue beyond exit time stated in contract. **Any rental that exceeds exit time stated on contract will be charged \$100 for each additional 15 minutes.** The cost of any special cleaning or damage to the facility, equipment, or grounds, due to the event, will be charged to the Renter.

I certify that I shall accept responsibility on behalf of my group/organization for any damage or theft sustained to the MacKenzie Art Gallery (premises, furniture, or equipment) because of the occupancy of said premises by our group/organization. I have read and agree to comply with the rules and regulations stated with this contract.

Name of Organization (if applicable) _____

Signature of Renter _____ Printed Name of Renter _____

Signature of Mackenzie Art Gallery _____ Date _____