

## Art Happening Bridgewater Booking Form and Rental Agreement

Upon submitting the booking form for your event, a \$25 deposit is required and is payable either by cash, cheque (made out to Art Happening) or electronic payment to donna@arthappening.ca. This must be paid in order to hold the date you request.

### **Renter Information**

**Organization Name** \_\_\_\_\_

**Type of Organization:** \_\_\_ Government \_\_\_ Non-Profit \_\_\_ Private \_\_\_ Other

**Primary Contact Person** \_\_\_\_\_

**Phone Number** \_\_\_\_\_

**Email** \_\_\_\_\_

**Organization Address** \_\_\_\_\_

\_\_\_\_\_

### **Event Information**

**Date(s) of Event** \_\_\_\_\_

**Event Name** \_\_\_\_\_

**Setup Arrival Time** \_\_\_\_\_

**Event Start & End Times** \_\_\_\_\_

**Total # of Rental Hours (including setup and cleanup)** \_\_\_\_\_

Is event \_\_\_ private or \_\_\_ public?

If this is a ticketed event, how much will you charge? \_\_\_\_\_

If not, will it be "by donation"? \_\_\_ yes \_\_\_ no

Estimated/Known # of Attendees \_\_\_\_\_

Layout of Room: \_\_\_ open floor \_\_\_ tables (#) \_\_\_ chairs (#) \_\_\_ other (explain below)

Equipment and/or Special Requests: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### **Conditions and Responsibilities of Renters**

Please read the material below to make sure all parties understand the requirement of providing for everyone's safety and keeping Art Happening Bridgewater [AHB] a well-maintained and safe location for future use.

#### **Rental Fee**

A \$25 deposit, along with the signed agreement, is required to reserve the space. Payment may be made by cash, cheque (made out to Art Happening), or electronic transfer to donna@arthappening.ca. No terms are implied or granted and no preparation will be allowed to commence until full payment is received. All balances must be paid to Art Happening before the event day.

Equipment and special requests must be submitted at time of booking. Any requests made afterwards will be handled to the best of our ability. Renter will be held responsible for all damaged and missing equipment.

#### **Liability**

Renter agrees to indemnify, defend, and hold AHB board members, employees, and agents harmless of and from any liabilities, costs, penalties, or expenses arising out of and/or resulting from the rental and use of the premises, including but not limited to, the personal guarantee of provision, service, and dispensing of payment by renter and its employees.

In the event AHB board members, employees, and agents are required to file a court action in order to enforce any provisions of this agreement, Renter agrees to pay AHB board members, employees, and agents all reasonable attorney fees, court fees, and costs of suit incurred by AHB, including all collection expenses and interest due.

### **Site Appearance**

AHB wants to make every event here a special and welcoming experience. Therefore, every effort will be made to allow Renter to arrange and decorate the space according to their needs. We ask that only the AHB staff rearrange and move any artwork or permanent fixtures. No nails, screws, staples or penetrating items should be used on our walls. Any tape or gummed backing materials must be properly removed. If using paint, please clean any splatters from floor, walls and other objects before leaving. In other words, please leave the space as you found it, including moving furniture back. In the event of damages, please contact AHB staff to report it. Based on the extent of damages, a repair fee may be added to the invoice.

In regards to cleanliness, AHB offers a very affordable rate in order to remain accessible to all our community constituents. We do not have a maintenance staff. As such, we ask that you clean up after your event. Please read and initial the attached closing duties list.

### **Conduct**

There is absolutely no drug use, smoking, alcohol consumption or use of open flame permitted on premises. Disparaging remarks or any type of physical violence will not be tolerated and will be cause for immediate expulsion. Renter and guests shall use the premises in a considerate manner at all times. Conduct deemed disorderly at the sole discretion of AHB staff shall be grounds for immediate expulsion from the premises and conclusion of the rental period. In such cases NO refund of the rental fee shall be made.

## Noise

Renter acknowledges that the premises are located in the same building as residential apartments and therefore agrees to control the noise level at the event such that it not disturb neighbouring occupants. In the event that renter's event creates a disturbance and causes complaints, renter shall kindly and immediately reduce the volume.

## Lost and Found

AHB takes no responsibility for personal effects and possessions left on premises during or after any event. We do, however, maintain a lost and found and will hold recovered items up to 60 days. Every attempt will be made to return a recovered item to its rightful owner.

## Cancellation

Due to the small-scale nature of AHB, deposits cannot be refunded due to cancellation. However, a receipt will be provided for tax deduction as a charitable donation.

## Amount Paid/Due

Renter, \_\_\_\_\_, has paid a \$25 deposit.

The balance of \$\_\_\_\_\_ is due before \_\_\_\_\_.

Rental agreement acknowledged, agreed, and authorized by Primary Contact/Renter:

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

## CLOSING CHECKLIST

1. Sweep floor \_\_\_
2. Spot mop or mop entire floor \_\_\_(whichever it needs)
3. Check bathroom for cleanliness – clean where necessary (wipe out sink/toilet, etc.) \_\_\_
4. Empty garbage/recycling, if needed, and put out by key lockbox \_\_\_  
  
    Recycling in blue bags - Everything else in clear bags
5. Empty/rinse out coffee pot / put coffee grinds in organic waste / turn off machine \_\_\_
6. Return furniture, etc. to original positions \_\_\_
7. Wipe down tables if used \_\_\_
8. Wash any mugs, spoons, etc. \_\_\_
9. Turn down heat to 15C (in winter)
10. Make sure back door is locked \_\_\_
11. Lock front door and return key to lockbox \_\_\_

\_\_\_\_\_ **Initial to acknowledge that you have read and will carry out the above**