



LAKESHORE ARTS RENTAL TERMS & CONDITIONS

This document provides the terms and conditions of renting with Lakeshore Arts. All rental arrangements must be formalized through the submission of a signed Rental Agreement. For more information please contact Lakeshore Arts' Operations Manager at kaylawray@lakeshorearts.ca or 416-201-7093.

TERMS & CONDITIONS

1. Rental Hours

- Monday to Friday: 9am – 5pm and Saturday 11am – 2pm
- Bookings outside standard office hours may incur additional staffing charges, please inquire.
- Statutory Holidays: events on statutory holidays may incur hourly staffing fees, charged at time and a half.

2. Rental Terms

- Lakeshore Arts will provide a gallery attendant to assist with set-up and tear down of tables/chairs.
- It is the responsibility of the Client to leave the space in the same condition as they found it.
- Lakeshore Arts is a scent-free environment and the use of scented products is prohibited
- Rental costs will be determined by Lakeshore Arts based on the Client's Rental Application and how their event/program aligns with the organization's mission, vision, and mandate.
- Spaces available for rent include:
 - The Smith Zone Gallery: Access to the main floor gallery/workshop space and downstairs washroom. Capacity – 30 people seated, 70 standing.
 - Meeting Room: Access to upstairs boardroom space and upstairs washroom. Capacity – 8 people (seated).

3. Additional Fees

- Rental charges are for use of space only (including tables and chairs as available).
- Additional charges may be applied for a variety of goods and services, including (but not limited to) the following:
 - Additional staffing (hourly rate)
 - Equipment rentals (use of laptop, speakers, digital projector, etc.)
 - Use of art supplies and materials owned by Lakeshore Arts
 - Storage of supplies and materials at Lakeshore Arts
 - Marketing and promotion of program/event by Lakeshore Arts staff
 - Graphic design by Lakeshore Arts staff
 - Damage and/or cleaning surcharge

4. Booking Procedures

- To reserve Lakeshore Arts' space a Rental Application form must be submitted. After Lakeshore Arts staff has approved this proposal, a Rental Agreement will be issued and both a fee and payment schedule will be negotiated. The Rental Agreement will be formalized once both parties have signed the contract and fees have been submitted.
- The Client is responsible for providing sufficient and accurate information on the Rental Application re: dates, times, set-up and any additional requests at the time of booking.
- Changes and/or additions at a later date must be made no later than 3 days before the event.
- Tentative bookings (held without payment): maximum of two weeks for repeat clients; one week for new applicants.

5. Payment

- Payments can be made by cash, cheque (made payable to Lakeshore Arts), Visa or MasterCard
- Payment is required to confirm a booking. If payments are not received on the scheduled due dates outlined in the Rental Agreement, the contract may not be honored.

6. Cancellation/Exchange

- Cancellations: A minimum of one week's notice is required to cancel bookings. Fees may be forfeited if cancelling after this deadline.
- Exchange: A Rental Agreement can be exchanged for another date or time, provided a minimum of one week's notice has been given and the space and staff are available.

7. Marketing & Promotion

- The creation, production and distribution of marketing materials is the responsibility of the Client (unless otherwise specified in the Rental Agreement).
- Lakeshore Arts will provide a logo for marketing materials, but must sign off on the draft design of any materials where our name and/or logo appear.

8. Smoking & Alcohol

- Smoking: Lakeshore Arts is a completely smoke-free facility.
- Alcohol: Alcohol consumption requires authorization from Lakeshore Arts and a Special Occasion Permit issued by the Liquor License Board.
- Events with a Special Occasion Permit must abide by the regulations outlined by the Alcohol and Gaming Commission of Ontario. All servers must be certified through S.I.P or Smart Serve.