



Kootenay Gallery of Art  
Rental Agreement

Contact Name/Organization: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Telephone: \_\_\_\_\_

Start Time: \_\_\_\_\_ Set up time: \_\_\_\_\_ End Time: \_\_\_\_\_

Company name and billing address: \_\_\_\_\_

Purpose of Event: \_\_\_\_\_

Expected Attendance: \_\_\_\_\_

**Rental Fees:** a non refundable deposit of \$50 is required upon booking.

\_\_\_\_\_ East Gallery \$50.00/hour Gallery members or not for profit \$45.00/hour

\_\_\_\_\_ West Gallery \$25.00/hour Gallery members or not for profit \$20.00/hour

\_\_\_\_\_ Both Galleries \$75.00/hour Gallery members or not for profit \$70.00/hour

\_\_\_\_\_ Workshop space \$25.00/hour Gallery members or not for profit \$20/hour

I have read and accept the conditions of this agreement. The decision for granting the Gallery rental may at any time be withdrawn if, in the opinion of the Kootenay Gallery of Art, the requested use is not in the best interest of the Gallery or the community.

Signature of Renter: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Gallery Staff: \_\_\_\_\_ Date: \_\_\_\_\_

## **The Kootenay Gallery**

The Kootenay Gallery of Art is a unique setting for special events, meetings, weddings, small concerts and presentations. Special events must be organized keeping in mind the safety of the art work on display at the Gallery. The Gallery reserves the right to refuse rental for any events deemed inappropriate for the space or potentially damaging to the artwork. Availability of the Gallery is dependent on the current exhibitions.

## **Capacity**

The maximum capacity for those attending the Gallery events is dependent on the nature of the event. The exact number of attendees must be confirmed and approved by the executive Director prior to the event.

## **Inventory of Equipment Provided**

A list of equipment available is attached. Please indicate what is required for your event.

## **Catering, Decorating and Alcoholic Beverages**

Food, beverages and decorating are not provided by the Gallery and must be arranged by the Renter. The Renter is also responsible for any costs associated with these requirements. If alcoholic beverages are being served the Renter is responsible for hiring a qualified bartender with the required Serving It Right certificate as well as obtaining a special event liquor license. This license must be posted at the event. The Kootenay Gallery can provide the names of possible qualified bartenders.

## **Set-Up, Take-down**

The renter is responsible for all set-up including chairs, tables and other equipment. The Gallery owns a limited number of tables and chairs which may be used at no additional charge (a List of available equipment attached). Takedown must occur immediately after the event and all rental equipment and decorations must be removed. If special take-down arrangements are required, they must be made with Gallery staff in advance of the event. Billable hours include set-up, event itself and take-down.

## **Rental Conditions**

- ◆ The Gallery Rental Agreement must be signed by both parties, the Renter and the Gallery staff prior to the event.
- ◆ A member of the Kootenay Gallery Staff must be present during set-up, the event itself and take-down.

Kootenay Gallery of Art, 120 Heritage Way, Castlegar, BC V1N 4M5  
250-365-3337

[kootenaygallery@telus.net](mailto:kootenaygallery@telus.net)  
[www.kootenaygallery.com](http://www.kootenaygallery.com)

- ◆ Smoking is prohibited anywhere inside the facility as well as within seven meters of the entrances to the Gallery.
- ◆ Alcohol is permitted within the Gallery, provide the required liquor license has been obtained by the renter and the bartender has a Serving it Right certificate. Alcohol is not permitted outside the building. The Gallery will adhere to all Government regulations.
- ◆ Children must be supervised by an adult at all times in the exhibition Galleries and gift shop. No running is permitted in the Galleries.
- ◆ Payment for rental of the facility is payable upon receipt of an invoice.

I, \_\_\_\_\_ (the Renter) agree to be solely and completely responsible to the Kootenay Gallery of Art for any damage caused to Gallery property, including building, fixtures, furnishings, appliances and artwork caused by any action of any invitee, guest, and employee during the time period covered by this agreement. The Renter further agrees to indemnify and save harmless the Kootenay Gallery of Art from any claim for damages for bodily injury occasioned by any invitee, guest, employee during the time period covered by this agreement. If, at any time, the Kootenay Gallery staff determines that a person or persons are subjecting the Gallery's facilities, equipment or artwork to undue risk, they will be required to vacate the premises upon request. Failure to comply will result in an immediate cancellation of the event without refund.