

QVCA Space Rental Agreement



This agreement outlines the arrangement between Qu'Appelle Valley Centre for the Arts Inc. (hereafter called "QVCA") and the renter (hereafter called "Renter") for rental of space at Qu'Appelle Valley Centre for the Arts located at 406-4th Street, Fort Qu'Appelle, SK.

Renter (Individual and/or group): _____

Contact Number: _____ **Alternate Number** _____

Address: _____

Email: _____

Date(s) Requested: _____

Event/Show Time(s) requested to put on website: _____

Please provide a brief promotional write-up of the event that we could use to post to our website, Facebook account, and to email to our membership:

Does your event require any special set-up or equipment? (Please specify)

Links to artists' website(s), (if applicable): _____

Will you be selling anything? If so, please list here: _____

NOTE: Sales include artwork, tickets, tuition, other event fees, and merchandise.

****Please mark with an asterisk the above information you would like on our website calendar****

TERMS & CONDITIONS

Both parties agree to the terms stated below:

Rental Rates: Meetings –Government/Institution - \$50/day or \$15/hour – 2nd room \$25
– Individual/Non-government - \$40/day or \$10/hour – 2nd room \$20

Educational classes/workshops - 20% of tuition

Concerts/performances/exhibits – 20% of all revenue (includes door and merchandise) or \$40 rental rate, whichever is greater

Concerts/performances - \$15 minimum admission, children under 12 - free, students 12 and up – half price

A \$50 damage deposit (separate cheque) is required on all space rentals except for performances. This will be returned after the event if no damages are incurred, or kept on file for your next rental.

Renter Initial _____

Renter Roles & Responsibilities

- 1) **Deposit:** There is a \$50 refundable damage deposit on all space rentals except for performances. Full payment is due at reservation time. Any deposits taken by QVCA will be returned to the Renter when space is cleared and no major damage has occurred. If any damage is incurred, QVCA reserves the right to keep the deposit in full or in part. Payment can be made in cash or cheque payable to Qu'Appelle Valley Centre for the Arts Inc..
- 2) **Space Use:** Fire is not allowed inside Qu'Appelle Valley Centre for the Arts - this includes candles, incense, or any other flame, open or closed. Renter is responsible for the space they rent and the removal of all garbage after events. Renter must leave the space in a clean, neat, and secure condition. The Renter is responsible for picking up all equipment and artwork promptly after their event. The Renter may not use the QVCA for purposes not stated herein.
- 3) **Cancellations:** If Renter needs to cancel their reservation they will notify QVCA, by phone, at least two business days prior in order to receive a full refund. QVCA reserves the right to keep 25% of agreed rental fee in the event of last-minute cancellations.
- 4) **Liquor License:** If Renter would like to serve alcoholic beverages during their event it is their responsibility to obtain a Liquor License from the appropriate source before the opening of their showing.
- 5) **Promotion:** QVCA will promote any event taking place on our website (www.qvcarts.ca) and to our membership. All other promotion of the event is the responsibility of the Renter.
- 6) **Staffing:** Renter is responsible to make sure someone is present or arrange to have someone present during event hours (as established above) for the duration of the event.

QVCA Roles & Responsibilities

- 1) **Daily Opening/Closing of Building:** QVCA is responsible to have someone present to ensure that the building is open before event hours begin each day and closed after event hours end each day, unless other arrangements have been made.
- 2) **Space:** QVCA is responsible for having the rented space cleared and ready for each new Renter for setup.
- 3) **Promotion:** QVCA will promote any showing taking place in the space on our website (www.qvcarts.ca) and to our membership. All other promotion of the event is the responsibility of the Renter.
- 4) **Lighting:** A QVCA representative will be responsible for setting and resetting track lights during show set-up and take down.

QVCA Representative

(print name): _____ Date: _____

(signature): _____

Renter

(print name): _____ Date: _____

(signature): _____

Please sign and return one copy of this agreement with your damage deposit to QVCA at the address at the top of this page, keeping another for your records.

For more information regarding booking space at the QVCA, please contact:
valleycentreforthearts@gmail.com or phone Joan at 306-331-8118