



449 Dundas Street Woodstock ON N4S 1C2 519-539-6761  
 waginfo@cityofwoodstock.ca woodstockartgallery.ca

**PERMIT FOR THE RENTAL OF THE WOODSTOCK ART GALLERY**

**Permit Holder Name:** \_\_\_\_\_ **Address:** \_\_\_\_\_  
**Phone Number:** \_\_\_\_\_ **Email:** \_\_\_\_\_  
**Event Date(s):** \_\_\_\_\_ **Event Time:** \_\_\_\_\_  
**Facility Space:** \_\_\_\_\_ **Facility Use:** \_\_\_\_\_

**3rd Floor**  
 120 Standing Persons  
 93 Non-Fixed Tables and Chairs  
 80 Non Fixed Chairs Only  
 86 Dining, Alcoholic Beverages  
 38 Persons Classroom Configuration

**COMMUNITY GALLERY**  
 150 Standing Persons  
 102 Non-Fixed Tables and Chairs  
 73 Non-Fixed Chairs Only  
 89 Dining, Alcoholic Beverages  
 52 Persons Classroom Configuration

**Special Requirements:** The applicant agrees to provide proof of insurance in the amount of \$2,000,000.00 (two million), preferably with the City as a named insured. In order to use the facility, insurance must be provided. If insurance is required it can be purchased through the City for the specified date needed.

**Fees and Billing Details**

<u>FACILITY:</u>	\$ 00.00	
<u>INSURANCE:</u>	\$ 00.00	
<u>STAFFING:</u>	\$ 00.00	\$30.00 per hour (outside of Woodstock Art Gallery normal operation hours)
<u>TABLES:</u>	\$ 00.00	\$1.00 per table
<u>CHAIRS:</u>	\$ 00.00	\$0.50 per chair
<u>EQUIPMENT:</u>	\$ **.**	\$35.00 flat rate includes Video projector, TV/DVD Items require a minimum 24hr notice and may depend on availability due to other Gallery activities.
Sub-Total	\$ 00.00	
HST 13%	\$ 0	
<b><u>TOTAL</u></b>	<b>\$ 00.00</b>	





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### PERMIT ISSUE DATE

This Permit is to be signed and accepted by both parties on or before \_\_\_\_\_ after which time, if not completed, this agreement will be null and void. 30% Non-Refundable Deposit now due \_\_\_\_\_.

- We accept cash, cheque, debit and credit cards (Visa and MasterCard)
- Please make cheques payable to "The City of Woodstock".
- Payments and documentation may be mailed or delivered in person to: Woodstock Art Gallery, 449 Dundas St. Woodstock, ON N4S 1C2.
- The remaining balance of the rental must be paid upfront a minimum of two weeks prior to the event or the event will be cancelled.

### PERMIT REGULATIONS

- The facility is to be used only on the dates and hours for the purposes specified on the Permit. Hours as specified on the Permit include set-up and clean-up (to the time the building is locked and alarmed). It is the responsibility of the Permit Holder to ensure that all items brought in for the event have been removed from the premises at the end of the event. Access to the building at times outside the rental date or dates and times are dependent on facility and staffing availability. Staffing fees will be charged for rentals outside of regular operating hours.
- The Permit is non-transferable.
- Requests for rentals during back-out periods will not be considered.
- The Permit Holder is responsible for the enforcement of the Regulations listed herein to the Security personnel.
- The Permit Holder shall strictly adhere to the decisions and instructions of the Security personnel, City employees, or Police.
- A non-refundable deposit of 30% is payable upon Permit acceptance. This deposit shall be based on estimated charges to be incurred during the requested rental period, and will be applied against the final balance. The Permit Holder agrees the balance will be paid two weeks in advance of the rental or the event will be cancelled.
- Maximum attendance shall be governed by fire regulation or as stipulated on the Permit.
- Aisles and exits must be kept free from obstruction.
- It is mutually agreed that in the event it shall at any time become impossible, through weather conditions, breakdowns of equipment or any other case, to carry out a scheduled event(s) in the facility, the City will forthwith, when such condition or cause becomes apparent, notify the authorized representative signing this agreement, or their appointee. The applicant will forthwith upon receipt of such notification, inform all concerned with the event(s). The event will be rescheduled to the next available time.
- Games of chance, raffles, lottery, or gambling in any form are forbidden unless written permission of the City is obtained.
- Rooms are not available for external fundraising activities by third parties that fall outside of the WAG's strategic, ethic or moral guidelines.



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## RENTAL FEES

- Rental fees must be paid in full fourteen (14) days prior to the event.
- Payment methods accepted are: Visa/MasterCard, debit, cash, or cheque (Made payable to "The City of Woodstock")
- Payment and documentation may be mailed or delivered in person to: Facility Rentals Coordinator, Woodstock Art Gallery 449 Dundas St. Woodstock, ON N4S 1C2.
- Bookings made less than 14 days prior must pay **ALL FEES** in full at the time of booking.
- A minimum of one employee must be on the premise for all rentals. Security reserves the right to call in another employee or Police at any time during the event for assistance, at the expense of the Permit Holder.
- Staffing fees will be charged to rentals outside of regular operating hours.
- Additional charges for set up and tear down of all events will be negotiated on all contracts.
- Cancellation/Change of Date Policy and Fees:

In the unfortunate situation that an event cancel's, the renter agrees and understands that the facility has been turned down to other prospective renters. For this reason, the below cancellation fee schedule will apply.

- Cancellations made 31 or more days before the reservation date will be charged a \$50 fee
- Cancellations made 30 days or less of the reservation date will be charged 30% of the rental fee
- Change of event date's made within thirty-one (31) days or more of rental date will be charged a \$25 fee.
- Change of event dates made within thirty (30) days or less of your event will be charged a \$50 fee.

## DAY OF DETAILS

The day of your event is all about the details, and we're here to help you understand what you will be responsible for and what we will take care of. Woodstock Art Gallery's Facility Rentals Coordinator will be the point-in-contact for all client needs. Please review your event permit in detail to ensure that all times, rental requests, and services needed are communicated no less than seven (7) days prior to your event. To help answer your questions, here are some general expectations and housekeeping items.

### WAG's Responsibilities

- Provide one on-site staff person for the duration of your event;
- Walk through of the facility to show the areas and supplies you have access to;
- Provide tables, chairs and portable bar (if requested) at each facility;
- Assist in answering questions and troubleshooting during your event;
- Maintain restrooms and ensure they are stocked and clean throughout the event;
- Ensure that alcohol is only consumed at events with proper permits and ensure that all alcohol stays within the facility. **NO ALCOHOL PERMITTED TO BE TAKEN OUTSIDE OF THE FACILITY**

### Permit Holder's Responsibilities

- Arrive at your scheduled start time. **All early drop off of items or set up must be negotiated no less than (7) days prior to the event.**
- Overnight storage is not available – all belongings need to be taken with you at the end of your rental.
- Maintain control of your guest and ensure strict adherence to the WAG's policies and procedures.
- Clean up following your event, finishing before the end of your rental times.
- Rented items from outside vendors may be brought in, as needed.

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### **TECHNICAL SUPPORT / EQUIPMENT RENTALS**

- The Permit Holder is required to pay the cost of all technical support services and special equipment rentals.

### **SMOKING**

- The entire facility is non-smoking, and we request, and will enforce, strict observance of this law.

### **ALCOHOL**

- No alcohol shall be allowed on the premises.

### **OR**

- The applicant has been granted permission to apply to the LCBO for a Special Occasion Permit (available online at [www.agco.ca](http://www.agco.ca)).
- The Woodstock Art Gallery requires a copy of your Special Occasion Permit no less than (5) days prior to your function. No alcohol may be brought into the facility until this copy is received.
- The Permit Holder must comply with the Municipal Alcohol Policy for the City of Woodstock.
- Events with alcoholic beverages are subject to all existing Ontario liquor laws and must include qualified smart serve staff.
- Liquor service must end no later than 11:15 PM to allow for clearing at 11:30 PM.
- All alcohol must be removed from the premises at the end of the event.

### **Items to Note with Alcohol at an event**

- Insurance costs vary per event type and size
- Rentals clients are responsible for the conduct of their guests
- Alcohol is not permitted off the premises
- Underage drinking NOT permitted and will result in termination of the rental agreement
- Non-alcohol events improperly serving alcohol, will be terminated

### **KITCHEN RENTALS**

- Rental includes the use of the refrigerator and stove.
- It is the responsibility of the Permit Holder to ensure the kitchen is left clean at the end of each night of their event. All counter, cabinet, and appliance surfaces are to be wiped down, refrigerator emptied, garbage bagged, and recycling put in the containers provided.
- The Permit Holder at the end of the event shall remove from the premises leftover food, beverages, dishes, and any other equipment brought in by the Permit Holder for temporary use.
- The Woodstock Art Gallery reserves the right to hire janitorial services, the full expense of which will be charged to the Permit Holder, if clean-up duties are not completed to the satisfaction of The Woodstock Art Gallery Management.

### **FACILITY PROTECTION AGREEMENT**

- The Permit Holder acknowledges receipt of their copy of The Woodstock Art Gallery FACILITY PROTECTION AGREEMENT, and agrees to adhere to the terms and conditions set out.

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### **EMERGENCY PROCEDURES FOR ALL GROUPS RENTING THE WOODSTOCK ART GALLERY FOR AN EVENT**

- All rental groups operate under the supervision and direction of the Woodstock Art Gallery Management.
- All rental groups using the facility for a public event must receive a building tour and training session on The Woodstock Art Gallery "Fire Safety and Emergency Evacuation Procedures". At this time individuals will be assigned to specific areas where in the event of an emergency they will perform emergency duties. These individuals must remain available in the building to perform these duties until all patrons have left the event

### **FIRE CODE**

- No open flames may be used at any time (e.g. cigarette smoking, candles, smoke / fog effects, etc.).
- Pyrotechnics (e.g. sparklers, flash powders) are strictly forbidden.

### **FACILITY ACCOMMODATION**

- No more than 264 patrons (standing persons) are allowed on the 3<sup>rd</sup> Floor and no more than 150 patrons (standing persons) are allowed in the Community Gallery for any event. Fire Code prohibits anyone from sitting or standing in emergency exits areas and we will enforce strict observance of this law.
- Full Facility capacity is limited to 264 persons. This number includes patrons, support staff, etc. who are on-site at any one time.

### **WORKS OF ART, PHOTOGRAPHY AND DECORATIONS**

- The WAG reserves the right to change and/or remove works of art and/or display at their discretion.
- Touching or removal of artworks currently hanging on the walls is **STRICTLY PROHIBITED**.
- No outside artwork is permitted unless approved by the Director/Curator.
- Renter is not permitted to affix anything including, but not limited to: walls, floors, or ceilings of rooms with nails, staples, tape or other substances, unless approved by the Director/Curator.
- Any damage incurred, will be at the cost of the renter.
- Still photographs of artwork in the gallery are permissible only if the intent is for personal enjoyment. Photographs cannot be used for commercial purposes, including business promotion on social media.
- Images cannot be reproduced, published, distributed or sold without the expressed written consent of the copyright holder of the original work.
- No flash photography are permitted in the galleries.
- **NO** celebratory tossing of any items, that includes but not limited to; lose confetti, glitter, silly string, rice, tissue paper, or smashing of any dishware etc.
- Helium balloons will be taken by renter at the end of the event. All other balloons will be popped and discarded at the end of rental time.

### **ADVERTISING AND PROMOTIONAL MATERIALS**

- All promotional and advertising materials and messages promoting the use of The Woodstock Art Gallery shall incorporate the name "The Woodstock Art Gallery".
- All advertising in connection with the use of the premises under the Permit must be approved by the Director/Curator.

### **SALES OF ITEMS OR GOODS**

- The City hereby prohibits the sale of any item(s) on the premises by the Permit Holder.

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**OR**

- The City permits the sale of food and beverage service to patrons of the event for which the building was rented.

**OR**

- Agents and representatives of the Artist are permitted to sell the Artist's compact discs and any merchandise relating to the Artist in the facility during the Engagement.

**OR**

- Agents and representatives of the Permit Holder are permitted to sell photographs related to the Permit Holder and any merchandise relating to the Permit Holder in the facility during the Engagement.

**OR**

- Event promoter may bring advertising specific to the rental for use of display at The Woodstock Art Gallery no less than (7) days in advance of the rental date. The Woodstock Art Gallery cannot guarantee a continuous display during this period.

**ACCIDENT/INCIDENT REPORTING**

- The permit holder must report all accidents/incidents no matter the significance to the staff at the front desk.
- Any accident/incident where the person(s) involved went to the hospital or where EMS was called (this includes ambulance, police and fire) MUST be reported immediately to City Security Personnel or a City Employee.



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**CREDIT CARD INFORMATION**

Any cancellations, change of date or damage incurred during rental of the Woodstock Art Gallery will charge the cost to the following credit card number. The Woodstock Art Gallery will notify you of the charge before processing.

**Name on Card:** \_\_\_\_\_ VISA                      MASTERCARD

**16 Digit Card Number:** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**Expiry date:** \_\_\_\_ / \_\_\_\_                      **Security Code #** \_\_\_\_

As part of the consideration for the Municipality renting the Woodstock Art Gallery facility to me/us, I on behalf of the renting organization, its members, and myself agree to release and discharge, and to indemnify and save harmless the Municipality from and against all claims and proceedings, by whomsoever made or brought, in respect of any cost, losses damage or injury arising by reason of my/our use of the rented facilities. Without limiting the generality of the foregoing, the Permit Holder hereby agrees to indemnify and save harmless the City against all claims arising out of the infringement of royalty rights, copyright, slander or libel, which may occur as a result of a public rental, performance, or speeches.

On behalf of the applicant, the undersigned authorized representative agrees to accept responsibility for the observance of all Permit Regulations where applicable, the prompt payment of any permit fee applicable, the payment of damages to equipment and / or property arising out of the use of the City's equipment and / or property, and posting of a bond if required by the City.

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

\_\_\_\_\_  
**Permit Holder**

**THE CORPORATION OF THE CITY OF WOODSTOCK**

Per \_\_\_\_\_  
Communications/Facility Rentals Coordinator, Woodstock Art Gallery

