

## Rental Agreement

Here at the Brantford Arts Block, we are motivated to provide a space for the local community and surrounding area to use for events, poetry readings, small theatrical productions, improve nights, musical performances, lectures, film screenings and more.

# BRANTFORD ARTS BLOCK

Here are the rental options that we provide:

- \$75 for weekday rental
- \$100 for weeknight rental
- \$150 for weekend rental

\*rental fees must be paid in full before the event

## Events

### Rental Agreement

#### With Alcohol

In addition to the flat rental fee listed above, the renter will need to cover the following:

- \$75 for the cost of the liquor permit
- \$130 for extra insurance costs
- \$25 administration fee
- The cost of purchasing the alcohol

\* you will also need to supply a bartender with smart serve.

**Date of Event:**

**Event Activity:**

**Renter/Organizer:**

**Phone Number:**

**E-mail:**

Choice	Option	Price	With Alcohol	No Alcohol	Total
	Week Day	\$75	\$230		
	Week Night	\$100	\$230		
	Week End	\$105	\$230		

**Payment Method:**

**Date Paid:**

## Additional Responsibilities

### Your Responsibilities

With either option, you are to be responsible for:

- providing someone to run the door during the entire duration of the event
- providing at least **two volunteers or band members** to assist with setting up the seating, and tables, for the event **and** taking down the seating, and tables, for the event
- At the end of the event the **two volunteers or band members** will re-stack all of the seating, and place it in the back studio space, as well as all tables and blocks to their original locations
- to set-up the stage
- to provide your own sound engineer for the event
- for all promotional material (the Brantford Arts Block will promote the event digitally, see below for details)
- your own ticketing system and tickets and/or admission at the door.
- You may use **all/any** of our equipment but you **must** return all equipment to its original location in the condition it was in at the start of the event.

*(4 mics, 4 mic cables, 2 boom mic stands, 2 straight mic stands, 8 channel mixer, iMac with DVD/CD player, digital LCD Projector and a variety of extension cords and power bars)*

### Our Responsibilities

- We will have at least 1 staff member and 1 volunteer (or two staff members) on hand to assist with the event. They will assist with the following:
  - Operating the gift shop during the event
  - Doing their best to assist anywhere else they can during the event
  - **will be responsible for the space during the event and will be the go-to-people for any emergencies that may arise**
- We will promote the event, provided that you supply us with necessary posters/flyers/information, within a reasonable time frame before the event
- We will promote the event by posting on:
  - the online arts centre - The Localmotive
  - our website
  - in our upcoming events listing
  - community events calendars
  - to our membership
  - in the Brantford Arts Block space (provide us with posters)

### Cancelation of an Event

Upon the unfortunate occasion where an event must be cancelled or rescheduled Events must be cancelled within 1 week of the event and a \$20 cancellation fee will apply.

I, \_\_\_\_\_ Agree to the above conditions and will comply with both my responsibilities and the Brantford Arts Block, and do understand that if any of these conditions are broken, penalty or fees may be applied.

**Signatures**

I agree to the above conditions.

Artist's signature: \_\_\_\_\_

Date: \_\_\_\_\_

BAB Representative signature: \_\_\_\_\_

Date: \_\_\_\_\_