

**PART A: BOOKING INFORMATION**

**NOTE:** Please check in with The Gallery Shop staff upon arrival and before departing on day(s) of activity

<b>CONTACT NAME</b>	<b>CONTACT NUMBER</b>	<b>EMAIL ADDRESS</b>					
<b>ADDRESS (including Postal Code)</b>							
<b>NAME OF ORGANIZATION</b>			<b>TYPE OF ORGANIZATION</b>				
			<input type="checkbox"/> Non Profit <input type="checkbox"/> Private Company <input type="checkbox"/> Family				
<b>EVENT NAME</b>							
<b>WEBSITE</b>							
<b>EVENT DESCRIPTION</b>							
<b>TYPE OF EVENT</b> <input type="checkbox"/> Concert <input type="checkbox"/> Demonstration <input type="checkbox"/> Workshop <input type="checkbox"/> Meeting <input type="checkbox"/> Lecture <input type="checkbox"/> Reception							
<b>START DATE</b>		<b>EVENT TIME</b>		<b>END DATE</b>		<b>SET UP &amp; TAKE DOWN TIME</b>	
mm	dd	yyyy		mm	dd	yyyy	Set up:
							Take down:
<b>Anticipated Attendance</b> (Including organizers, volunteers, participants and spectators): _____							

**PART B: RATES & SET - UP**
**AVAILABLE STANDARD FACILITY BOOKING PERIODS:**

Auditorium (34' w x 41'd)	Monday to Friday	5:00 p.m. to 9:00 p.m.
	Saturday, Sunday, & Holidays	9:00 a.m. to 9:00 p.m.

**RATES:** Hourly Rate: \$20 per hour  
 Includes: 10 folding tables (120" x 31"), 100 stacking chairs.

ROOM	HOURS	DATE & TIME	RENTAL RATE	AMOUNT 27300001	GST 36300003	TOTAL
<b>AUDITORIUM</b>			\$20 per hour			
<b>EQUIPMENT</b> Sound Podium			\$20			
<b>EXTENDED HOURS</b> Extended Hours: \$30 per half hour or fraction thereof			\$30			
<b>DAMAGE/CLEAN UP DEPOSIT</b>			\$50			
<b>TOTAL</b>						

**Check if Required:**

Tea/Coffee                       Buffet                       Luncheon/Dinner                       Self – Catered

Commercially Catered (name of caterer) \_\_\_\_\_

Alcohol: **A liquor permit must be purchased prior to an event at which alcohol is to be served.**

**\*\*IMPORTANT\*\* Set up, take down and clean up is the responsibility of the booking organization. A damage/clean up deposit fee of \$50 will be charged to the renter if additional cleaning or repairs are required. If no damages or clean up is required you will be returned the \$50 at the Gift Shop prior to leaving the Mendel.**

**PART C: TERM & CONDITIONS**

**Extended Hours:**

Facility usage period may extend to 11:30 p.m. with advanced approval. An additional \$30.00 will be added for each additional half-hour or fraction thereof. For extended hours, we must have a security guard and gift shop staff present. A security guard must be present if: alcoholic beverages are served, if non-public doors must be accessed on a frequent basis, or, any bookings that Mendel management decides it is necessary to have a security guard on duty.

**Term and Conditions:**

1. The Mendel Art Gallery reserves the right to reject "Facility Usage Contract" application for activities, which are considered to be incompatible with the interest of the Mendel Art Gallery, without right of appeal.
2. Bookings may be made up to four months in advance. The Mendel Art Gallery reserves the right to cancel a booking with a minimum of six weeks notice.
3. Group/Organizations that have booked space at the Mendel must provide a minimum of six weeks notice of cancellation of their planned activity.
4. All set-ups and take-downs are the responsibility of the organization booking the use of the Mendel's space(s). Organizations booking the space will be responsible for any additional expenses incurred by the Mendel Art Gallery as a result of their activities in the facility, including repairs to facilities or for any losses or damaged equipment, extra security guards wages, and staff wages for set-ups and clean-ups.
5. Use of non-public access doors, if required to accommodate deliveries, equipment access, etc., must be requested at the time of application. Fees will be levied to cover the costs for extra security guards or Mendel staff necessary to monitor unsecured areas.
6. Organizations / groups cannot be accommodated in the building beyond 9:00 pm unless approved on the "Facility Usage Contract". Additional fees will be charged for each half-hour period, or fraction thereof, for time after 9:00 pm.
7. The booked facilities and equipment are available for only those times approved for the occasion. Extra time for set-up / cleanup/ rehearsals, etc., if required, must be booked on the "Facility Usage Contract".
8. No animals, plants, or works of art will be allowed onto the premises without prior written approval.
9. No alcoholic beverages may be brought into the premises without an appropriate liquor permit (the permit must be posted).
10. No open fires or flame producing equipment allowed without prior written approval.
11. The facility is smoke free. Smoking, outside the building, must take place outside the posted areas..
12. The staff of the Mendel Art Gallery shall at all times be in charge of the facility and their instructions must be honored. Gallery exhibits / displays will not be removed or altered to accommodate any group or organization, nor will decoration, display, or exhibit of any description be allowed without prior approval in writing.
13. The rental fee must accompany the Facility Rental Contract.
14. Money will not be refunded for cancellation by renter with less than six weeks notice.
15. Take-down means putting back set-up items into their original spots (i.e. chairs, tables, catering items, and podium)

In signing this, I /we accept and agree to comply with the conditions outlined on the second page of this contract. The Mendel Art Gallery reserves the right to refuse the use of its facility at any time. Confirmed reservations maybe cancelled by either party with six weeks notice.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**OFFICE USE ONLY Authorization (by Mendel Art Gallery)**

Signature \_\_\_\_\_ Date \_\_\_\_\_