

Gallery/Exhibition Space – Event Rental Rates

(revised March 23, 2016)

	Guild Room		Bateman Room		Multi-Purpose		Any 2 Rooms		Any 3 Rooms		Lobby or Conference Rm	
Categories	1	2	1	2	1	2	1	2	1	2	1	2
Per Hour	\$25	\$20	\$30	\$25	\$30	\$25	\$45	\$35	\$55	\$45	\$12	\$10
Half Day	\$55	\$45	\$75	\$60	\$75	\$60	\$125	\$95	\$155	\$130	\$35	\$25
Full Day (9am-5pm)	\$80	\$55	\$100	\$80	\$100	\$80	\$155	\$130	\$200	\$170	\$50	\$40

Categories	1	For-profit businesses and professional organizations or events charging admission.
	2	Not-for-profit organizations (no admission charge or admission by donation).

Duty Manager	\$50 per event – up to 4 hours. For events outside of regular hours, Mon-Fri 9am-5pm. Please see not 1 below.
Open/Close fee	\$30 per day. For events outside of regular hours, Mon-Fri 9am-5pm.

Box Office	\$30 + .10 a ticket (includes set-up, ticket printing, accounting) + GST + credit card charges (Visa/Mastercard): 2.5%; Interac: \$0.15/transaction.
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Food/Beverage Fee	\$25 per day. Must be schedule at time of booking.
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Sound Equipment	\$40 – Includes two large speakers, amplifier and up to 4 microphones.
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Other Equipment	N/C – tables, chairs, tv/vcr, overhead, flip chart, screen, wireless internet access is available, please ask for the password. Risers - \$10 per riser.
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Notes:

1. ArtSpring’s gallery opening reception policy:
 - a. An opening reception in the afternoon (ending no later than 6pm) may be confirmed at any time once the contract is signed and deposit paid. Excluding Saturdays and Sundays from September to May due to afternoon performances.
 - b. Once the contract is signed and the deposit is paid, evening opening receptions may be confirmed ten weeks (rather than the current six weeks) prior to the rental start date.
2. GST will be added to all charges.
3. A non-refundable rental deposit is required when you sign the rental agreement. The deposit is 40% of the estimated rental cost and is credited to the renter at the time of final invoicing. If the dates of the booking are changed after the deposit has been paid, the renter will forfeit that portion of the 40% deposit applicable to the change.
4. Tentative (on HOLD) bookings are bookings where the deposit has not been paid and contract has not been signed. These bookings may be cancelled at any time. There is no guarantee on Tentative/Hold bookings. If ArtSpring receives a request for dates, which are already on hold by another client, ArtSpring staff will do their best to contact the original potential renter. Preference will be given to the rental client who confirms a booking by signing the contract and paying the deposit.
5. Priority is given to Gallery Exhibitions therefore event bookings can only be confirmed 90 days prior to the event.
6. All rates and rental conditions are subject to change without notice.