

Gallery Space - Exhibition Rental Rates

Rates apply to exhibitions up until Aug 31, 2021. Rental rates subject to annual increase

Categories	Guild Room		Bateman OR Multi-Purpose		Any 2 Rooms		3 Rooms	
	1	2	1	2	1	2	1	2
Per Day – Mon to Fri	\$95	\$70	\$170	\$125	\$217	\$160	\$270	\$200
Per Day –Sat/Sun & Stat holidays	\$155	\$130	\$230	\$185	\$277	\$220	\$330	\$260
Per Week (7 days)* see Stat Holiday Surcharge below	\$333	\$245	\$595	\$438	\$760	\$560	\$945	\$700

Categories	1	Off-island artists, commercial arts exhibitors, any exhibition charging admission and all other rental clients not eligible for Category 2.
	2	Salt Spring residents (who are individual artists, amateur arts groups or not-for-profit community orgs) exhibiting their own work or collection AND not charging admission. <i>ArtSpring supports local residents through this 35% discounted rate (subsidized by donations to ArtSpring).</i>

Exhibition rates include: initial setup and takedown of exhibition equipment, tables, chairs and dividing walls, use of hanging system (rental clients hang their own exhibits), setting of lights, marketing assistance including display of two posters, listing on online calendar, inclusion in our monthly e-newsletter (if materials submitted by the 15th of the month prior to the exhibition) and limited social media posts. Clients are also welcome to open their exhibitions during theatre pre-show times and show intermissions.

Additional Fees

Duty Manager	\$75/event – up to 4 consecutive hours. Required for receptions and most events.
Stat Holiday Surcharge	\$60 whenever a statutory holiday is included as part of a weekly exhibition.
Setup – Addt'l Events	\$25/event for any event (not including one reception) that requires setup.
Food/Bev Surcharge	\$25/reception or event, whenever food or beverages served in building.
Sound Equipment	\$45 – small mixer, one mic, mic stand, speaker and system stand. Can include audio input for use with a device (must be requested at time of booking). \$5/additional mic (max of 4).
Risers	\$25/riser
Lobby	\$40/day. See Note 10 below. Lobby has limited availability - lobby should be requested at time of booking.
Kitchen	\$25/day (kitchen has limited availability – please check with Operations Manager when booking).

Notes:

1. GST will be added to all charges.
2. Exhibition dates may be held before confirming. These tentative (on HOLD) bookings are not guaranteed and may be cancelled at any time. If ArtSpring receives a request for held dates, we will do our best to contact the original rental client and offer first refusal rights. At this point the client must either confirm the booking (with contract and deposit) or release the dates.
3. Contracts must be signed and deposits paid to confirm a booking. Deposits are non-refundable/non-transferable. The deposit will be 40% of the estimated rental cost and is credited to the client at the time of final invoicing. If the booking dates are reduced after the deposit has been paid, the client will forfeit that portion of the deposit.
4. Exhibitions can be open daily between 10am and 4pm. Clients may access the exhibition space no earlier than 9:55am.
5. **Opening Receptions**
 - ArtSpring will endeavor to schedule one reception (dependent on availability).
 - Because ArtSpring is a multi-use facility and two events cannot happen simultaneously, we ask rental clients to be flexible with their dates.
 - Receptions may be confirmed no earlier than 10 weeks prior to the rental start date. Contract must be signed and deposit paid to confirm reception.
 - Rental clients must inquire about kitchen availability when confirming their reception - use is dependent upon availability.
6. Additional events (outside of one reception) may be requested but are dependent on availability (and may only be confirmed 10 weeks prior to rental start date). Applicable fees may apply.
7. A 20% discount is available on all exhibition rentals taking place during the months of December, January, February or March.
8. Additional exhibit days beyond one week will be pro-rated based on the weekly rate.
9. If exhibitions are open on weekends, clients MUST have someone "sit" the show. These attendants cannot leave the building unattended at any time and must wait for ArtSpring staff to lock the facility before leaving at the end of the day.
10. The lobby can be rented in conjunction with evening or weekend gallery rentals for silent auctions or information/display areas (does not include lobby walls) (see Lobby Fee above). The lobby fee is not applied when lobby is used as gathering area, or as food/beverage service area. Please note: the lobby is a communal, multi-use space utilized by patrons, visitors, staff and volunteers. As such it may not be available to "rent" during business hours.
11. ArtSpring does not take a commission on art sales.
12. Wireless Internet is available but continuous service is not guaranteed (I.T. Services not included).
13. All rates and rental conditions are subject to change without notice.