

## Gallery Space – Event Rental Rates

Rates apply to events up until Aug 31, 2022. Rental rates subject to annual increase.

Categories	Guild Room		Bateman OR Multi-Purpose		Any 2 Rooms		3 Rooms		Conference Room	
	1	2	1	2	1	2	1	2	1	2
<b>Half Day* Rates</b> (up to 4 hours)	\$68	\$50	\$122	\$90	\$155	\$115	\$193	\$143	\$50	\$36
<b>Full Day* Rates</b> (up to 6.5 hours weekdays or 6 hours on weekends)	\$95	\$70	\$170	\$125	\$217	\$160	\$270	\$200	\$68	\$50
<b>Each Addt'l Hour</b> (beyond 6.5hrs)	\$15/hr	\$11/hr	\$27/hr	\$20/hr	\$34/hr	\$25/hr	\$41/hr	\$30/hr	\$11/hr	\$8/hr
<b>Multi-Day Rentals</b>	3-4 Day Rentals – 10% discount, 5-6 Day Rentals – 15% discount, 7+ Day Rental – 20% discount									

\* For additional fees on weekends and stat holidays, please see below.

\* See Note 5 for hours of operation

Categories	1	2
	Off-island individuals and not for profit orgs, commercial businesses, professional organizations; any client that does not qualify for category 2.	
	2	Salt Spring residents (individuals, not for profit community orgs). <i>ArtSpring supports local residents through this 35% discounted rate (subsidized by donations to ArtSpring). This rate is intended for local residents and organizations who are using the space themselves or fundraising for local causes.</i>

Event rates include: basic setup and takedown of equipment, tables, chairs and dividing walls (for more extensive setup see Setup/Takedown below), LCD projector, media cart, screen, marketing assistance including display of two posters, listing on online calendar, inclusion in our monthly e-newsletter (if materials submitted by the 15<sup>th</sup> of the month prior to the event) and limited social media posts.

### Additional Fees

<b>Duty Manager</b>	\$75/event – up to 4 hours. Required for most events outside of business hours Mon-Fri 9:30am-4:30pm. (There are some instances (ie, small private events) where Duty Manager services are not required. Operations Manager will determine at time of booking.)
<b>*Weekend &amp; Stat Surcharge</b>	\$60/day.
<b>Box Office Services</b>	\$75 – event setup (includes pre-event box office services, show set-up, ticket printing, and accounting), \$25/addt'l performance ; \$50 online ticketing; Credit Card fees: 3.3%; Interac: \$0.15/transaction; Category 1 - \$3/ticket CRF (Capital Replacement Fee) included in total ticket price Category 2 - \$1.25/ticket CRF (Capital Replacement Fee) included in total ticket price
<b>Setup/Takedown</b>	\$25 when more than 5 tables and/or 20 chairs are required
<b>Food/Bev Surcharge</b>	\$25/day, whenever food or beverages served in building.
<b>Sound Equipment</b>	\$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).
<b>Risers</b>	\$25/riser
<b>Lobby</b>	\$40/day. See Note 10 below. Lobby has limited availability - lobby should be requested at time of booking.
<b>Kitchen</b>	\$25/day (kitchen has limited availability – please check with Operations Manager when booking)

## Notes:

1. GST will be added to all charges.
2. Event 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 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. Priority is given to Gallery Exhibitions and Event Rentals of longer duration, therefore single event bookings (of less than three days) can be confirmed no sooner than 90 days prior to the event.
5. ArtSpring's regular business hours are Monday-Friday 9:30am to 4:30pm.
  - Daytime weekday events (without a Duty Manager) can be booked between 9:30am and 4:00pm (clients can access gallery at 9:30am and must have their event completed by 4pm).
  - Daytime weekend events (without a Duty Manager) can be booked between 10:00am and 4:00pm (clients can access gallery at 10:00am and must have their event completed by 4pm). Weekend/stat holiday fees apply.
  - Events running past 4pm will require a Duty Manager.
  - Evening events must be completed and clients and participants out of the venue by midnight.
6. Early arrivals and early item drop-offs cannot be accommodated. ArtSpring is a multi-use facility utilized by many people therefore clients are allowed access to the space only at the contracted rental start time (not before). Please inform all attendees, event organizers and caterers of the start and end times of your event.
7. Whatever you bring for your event, please take it away with you when you leave (including all food items in the kitchen). ArtSpring does not have storage available.
8. Wireless Internet is available but continuous service is not guaranteed (I.T. Services not included).
9. If clients rent the Multi-purpose room and require access to the back sink area, they must also rent the Guild room under the 2-room rate. If clients require the Multi-purpose room only, the dividing wall between it and the Guild room will be closed.
10. The lobby can be rented in conjunction with evening or weekend gallery rental 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. All rates and rental conditions are subject to change without notice.