

Facility Rental Guidelines



Workers Arts and Heritage Centre

Workers Arts & Heritage Centre, as the facility manager, is referred to in this document as WAHC and the Organization or Individual renting the facilities as the RENTER.

To find an answer to your questions or for more information please contact
Ian Walker at 905-522-3003 extension 25.

1. Rental Fees

- a) Prices for facility rentals are listed on page 6 of this package.
- b) Complete billing information, including mailing address, contact name, telephone and fax numbers, must be provided by the RENTER to the WAHC at the time of the initial contact and booking of rental.
- c) The RENTER and the WAHC will agree upon a facility rental cost prior to the date of rental. An invoice for the cost of the rental, reflecting the payment of the deposit will be mailed on or before the date of the rental. Additional fees will be invoiced separately after the date of the rental.
- d) A deposit of \$75.00 will be required from the RENTER to the WAHC to confirm any rental space and secure staff for the event for a specified time and date. This deposit will be integrated into the total cost of the event, and the invoice for the rental will show the total cost minus this deposit. The deposit of \$75.00 will **not** be refunded if a cancellation is made less than one week (5 business days - weekends are not included) prior to the date of the rental.
- e) A fee of \$50.00 per hour will be charged if the rental goes beyond the time agreed upon. This fee is incurred immediately if the RENTER goes beyond the "End Time" agreed to on the booking form.
- f) Clean-up should be done within the hours specified on the booking form for "Start Time" and "End Time", not in addition to these hours. If clean-up goes beyond the agreed time or is unacceptable, and the facility is not returned to the condition prior to the rental, a fee of \$100.00 will be added to the invoice of the RENTER. All events will end by midnight (12am) including clean-up.
- g) Any photocopies will be billed at \$.10 per copy and calculated under as additional fees on a separate invoice after the date of the rental. WAHC can arrange catering and additional equipment for a fee of \$25.00, plus the cost of catering or equipment. (see Section 3 of this document)
- h) A fee of \$100.00 will be charged if equipment, decorations, or event items need to be stored on-site for more than 24 hours by the RENTER.
- i) Payment for rental is due from the RENTER within thirty (30) days of rental date, payable to **Workers Arts & Heritage Centre** and to be submitted to:

Workers Arts and Heritage Centre
Attn: Accounts Payable
51 Stuart Street
Hamilton, Ontario
L8L 1B5

2. Facility

- a) Seating capacity of each room is listed on page 3 of this package. The maximum number of chairs available is 100; Maximum number of 6-foot tables is 7.
- b) Other equipment is also available onsite at no extra charge (See Price List) with the exception of the digital projector, sound equipment and wireless internet. In the case that the RENTER damages equipment borrowed from WAHC, the RENTER will be charged. Any additional equipment, tables, or chairs required can be rented. If the RENTER wishes that WAHC make arrangements for additional equipment, a fee of \$40.00, will be charged, in addition to the cost of renting the additional equipment. These additional arrangements must be made between the RENTER and WAHC at least ten (10) business days in advance of the date of rental.
- c) Noise by-laws apply to yard and facility use, and rental must **not** go beyond 11:00 p.m, unless other arrangements have been made between the RENTER and WAHC.
- d) It is recommended that the RENTER contact person visit the site before any agreement is made. This person must bring the deposit of \$75.00 if they decide they want to reserve the space and the contract can be signed at that time. We recommend that the RENTER contact remain the same for the duration of the reservation, up to and including the event. This helps to avoid any repetition and communication errors.
- e) The set-up style must be submitted to the WAHC, no later than, five (5) days prior to the rental date by the RENTER. If it is not, the RENTER must make time to do the set-up themselves within the agreed times for the event, or within open hours prior to the rental. Set-up outlines are available from WAHC.
- f) NO portions of the exhibits can be removed from the walls, floors, exhibitions or displays, to accommodate your needs. If the set-up is not completed as per the specifications on the booking form, the RENTER will not attempt to move the exhibitions or artwork, but will instead notify the WAHC staff on site to do so according to the booking form.
- g) The RENTER may be held liable for any damage caused at an event to the facilities, exhibitions, equipment or furniture provided. It is recommended that the RENTER notify people attending the event to respect the facility, exhibitions and artwork in any way possible. The RENTER agrees to leave the facilities in the same condition in which they were found. (see Section 1 of this document)
- h) No decorative or promotional materials may be posted or affixed without permission, ask the WAHC staff on site where you may post internal signage. No signage or other materials may be affixed in any manner to the exterior stonework of the building at any time.
- i) The WAHC is not responsible for lost or stolen property.

3. Bar and Catering

- a) A RENTER wishing to run their own bar must apply and receive a liquor permit from the LCBO to be posted behind the bar for the duration of the event. This permit must be presented to the WAHC staff person on site and posted behind the bar at the event. Most permits take **30 days** to acquire and additional information from WAHC is required for applying for outdoor permits.
- b) A RENTER wishing for WAHC to operate a bar for their event must give a minimum of thirty (30) days notice so WAHC can acquire a permit and supplies. WAHC will keep all proceeds from the bar. (see Section 4 of this document)
- c) WAHC does not have tablecloths, decorations, cutlery, dishes, etc. but we do not object to you bringing your own.
- d) WAHC can arrange catering for the RENTER for a \$25.00 fee and include the cost of catering in your invoice of additional fees. As WAHC is only providing the service of ordering the catering, they cannot give a completely accurate cost estimate.
- e) One week (5 business days) notice must be given to book or cancel any catering; any group cancelling catering after this will lose their initial deposit of \$75.00.
- f) You may bring your own caterer, who can utilize the refrigerator and counters. Please see that your caterer adheres to fire codes, and refrains from using open flames, especially due to the nature of the facility.
- g) WAHC can provide pop, juice, and water at \$1.00 per item for any event with advance notice of five (5) business days. WAHC can provide coffee for \$8.00 per pot.

4. *Guidelines for Events Co-sponsored with WAHC at the Custom House*

- a. All guidelines for rental as listed in sections 1 through 3 apply unless otherwise noted at the time of agreement between the RENTER and WAHC.
- b. Revenue:
If rental fee of facility is waived, revenue generated in a co-sponsorship situation (i.e. through ticket sales, bar sales) will be shared in accordance to a separate written agreement.
- c. Staffing:
WAHC and the co-sponsoring organization will each provide staff and co-ordinate volunteers in accordance with the written agreement.
- d. Set-up and Clean-up:
The co-sponsoring organization will respect guidelines (to be provided) regarding decoration of the building, signage, etc. and contribute volunteer labour for set-up and clean-up.
- e. Recognition:
WAHC should be recognized as a co-sponsor of the event on promotional materials, paid and unpaid advertising etc.