

RENTAL AGREEMENT

This agreement outlines the arrangement between the Smithers Gallery Association (hereafter called "Gallery") and the renter (hereafter called "Renter") for rental of the gallery space at the Smithers Art Gallery, Central Park Building, 1425 Main St, Smithers.

Name ("Renter"):	
Organization:	
Phone #:	
Alternate phone #:	
Mailing Address:	
Email:	
Reservation Date(s):	
Start and End Time:	<i>(Include time for set-up and clearing up before and after your event)</i>
Total rental hours:	

Briefly describe the nature of your activities while renting the Gallery space:

TERMS & CONDITIONS

Both parties agree to the terms stated below:

FEES

Gallery space rental fee: \$15 members/\$20 non-members, per hour

Damage deposit: \$50 by separate cheque

**Memberships are \$25, valid April 1-March 31*

Payment is due at reservation time. All space rentals are for daily use only, unless other written amendments are included here. Any deposits taken by the Gallery will be returned to the Renter when space is returned in the same condition it was left in. If the gallery space or equipment is damaged, lost, or stolen the Gallery reserves the right to keep the deposit(s).

CONDITIONS

- **No part of the gallery's exhibition contents may be moved, altered, or rearranged during the rental period.**
- There are approximately 30 folding chairs and 5 folding trestle tables available for Renter's use, kept in the storage area in the rear of the gallery, next to the office.
- Kitchen preparation, serving, and cleaning supplies are available for Renter's use, but *not* including the Gallery's own consumables (coffee/tea supplies etc.)
- The office computer is not available for Renter's or public use.
- **Fire is not allowed inside the Central Park Building or gallery - this includes candles, incense, or any other flame, open or closed.**
- The Renter should take care not to overload sockets if using appliances such as hairdryers and glue guns – no more than one appliance per socket.
- The Renter is responsible for gallery space and kitchen clean-up, and removal of all garbage after the rental. A dumpster for garbage is at the far end of the parking lot.
- **Renter must leave the gallery in a clean, tidy, and secure condition. All doors and windows must be locked, and lights turned off, before the Renter leaves the premises.**
- The Renter may not use the gallery for purposes not stated herein.

CANCELLATIONS

If the Renter needs to cancel their reservation they will notify the Gallery, by phone, at least two business days prior in order to receive a full refund. The Gallery reserves the right to keep 25% of reservation payment in the event of last-minute cancellations.

I AGREE TO THE ABOVE TERMS AND CONDITIONS:

Renter (signature): _____ Date: _____
(print name): _____

Please sign and return one copy of this agreement with your rental fee and deposit to the Smithers Art Gallery, keeping one copy for your records. Mailing address: Box 122, Smithers, BC, V0J 2N0, or drop off in person at the gallery in the Central Park Building, corner of Hwy 16 and Main St, Smithers.

FINAL CHECKLIST BEFORE YOU LEAVE THE GALLERY

Please leave the gallery in the same condition you found it in, and make sure it is secure.

- Clean floors (vacuum cleaner, broom, mop and bucket are in the storage area behind the red curtains, other cleaning supplies are below the kitchen sink).
- Wash up crockery, glasses, etc., and clean kitchen area.
- Remove garbage (waste dumpster is across the parking lot).
- Shutter and lock windows, lock office door and ensure rear emergency exit door is secure.
- Turn off all lights (the light in the office turns off automatically).
- Lock the gallery door.
- Lock the building front door (unless you know other people are inside).
- Return keys to pickup location.