

studio l'amour de l'art

at the Waterford Old Town Hall

Box 1361, Suite 1, 76 Main St. S,

Waterford, ON, N0E 1Y0

studiolala@oldtownhall.org

insta:@studiohhlala

Rental Contract

Name of Renting Party/Contact Person:

Address:

Phone: _____

Email: _____

Type of Event:

Date(s) of

Event(s): _____

Time IN: _____ OUT: _____

Facility Space to be used (check all that apply): North Studio: ____ Upper

Hall: ____ Foyer: ____ Bookshop ____ Kitchen ____ Green Room ____

The facility is to be used only on the date or dates and hours and for the purposes as stated on the Rental Contract (**Hours as specified include set-up and clean-up to the time the building is locked**). Access at any other time must be prearranged.

A staffing fee of \$25/hour will be applied if staff is required to stay past the hours specified on the contract; to receive and store equipment or to coordinate pickup after the event.

The Contract is not transferable.

The Renter is responsible for any infractions of rules and regulations and for the behavior of those associated with the booking.

It is mutually agreed that in the event it shall at any time become impossible, through weather conditions, breakdowns of equipment or any other cause, to carry out the scheduled booking(s) in the facility; OTH will notify the authorized representative signing the agreement, or their appointee. The applicant will, upon receipt of such notification, inform all concerned with the booking(s).

BUILDING RULES

The Renter is responsible for any damage done to the building or contents (**including any artwork**) during rental of the facility and agrees to pay for any damages as billed by OTH in excess of the damage deposit.

Aisles and exits must be kept free from obstruction.

The entire facility, including the front steps, is non-smoking, and we request, and will enforce, strict observance of this regulation. Smoking will be allowed outside the facility in designated areas.

Displays, floral arrangements, decorations, musical equipment, and so on, must be of a free-standing type that will not damage or deface the premises. No nails, tape, glue or other type of adhesive may be used. *No paper or metallic type confetti is permitted anywhere in or around the OTH.

Open flames (e.g. candles, oil lamps) are **NOT** permitted.

Handling or moving of any artwork, sponsorship recognition or donor recognition on display in the building is strictly prohibited.

Tampering with thermostats is not permitted.

The premises must be left in the condition which they were found.

CODE OF CONDUCT

The Old Town Hall community strives to be a safe, peaceful, and welcoming place. All folks are equal in our eyes, and within our doors, all persons must be treated equally, and with dignity, regardless of race, economic standing, level of fame, gender, age, religion, or sexual orientation. Equity and belonging are organizational pillars of the Old Town Hall Association. Kindness and respect must be observed in all interactions, and in relation to our physical building and grounds.

PARKING

Parking is limited to the spaces located in front of the building. Additional, free street parking is available in the immediate surrounding area, and at the arena one block south, on Church St. East.

Note: The Baptist Church lot is not owned by the OTH and must not be used. Please ensure that you and your guests are respectful of this space. OTH has been charged with monitoring the use of the church lot and offending vehicles will be towed.

SAFETY AND FIRE SAFETY INFORMATION

All rental groups using the facility will receive a building tour and fire safety information upon request. **Ensure your guests know where the exits are.**

First aid kit and emergency numbers are located in kitchen.

KITCHEN USE

If the kitchen will be used during the duration of the rental, it is the responsibility of the Renter to ensure the kitchen is left clean at the end of booking. All counter-tops, cabinets and appliance surfaces are to be wiped down, garbage bagged and recycling put in the containers provided. All leftover food and beverages must be removed from the hall at the end of the event.

Note: The kitchen at the Old Town Hall is not a commercially certified kitchen and should not be used for overall meal preparation. Facilities are adequate for keeping food hot/cold, tray preparation and replenishing, beverage and banquet serving and set up. The Renter is responsible for

ensuring all craft service providers are aware of the limitations and will be responsible for any fire or emergency responses made to the facility during their rental.

ELEVATOR

The OTH will provide the Renter with instructions regarding the use of the elevator. Failure to comply and incorrect use causing subsequent damage is the responsibility of the Renter.

ADVERTISING AND PROMOTIONAL MATERIALS

No advertising in connection with the use of the premises under the Contract to be displayed on or affixed to any part of OTHA property without previous approval.

OLD TOWN HALL ASSOCIATION (OTHA) FACILITY PROTECTION AGREEMENT

Facility Protection Agreement

OTHA shall not be liable for any damage to or loss of any property or equipment brought into the facility in conjunction with the booking by the Renter or the Group named herein or their members, officers, employees, agents, contractors, or any person who attends the function.

As part of the consideration for the renting of the Waterford Old Town Hall to me/us, I, on behalf of the renting organization, its members, and myself agree to release and discharge, and to indemnify and save harmless OTHA from and against all claims and proceedings, by whomsoever made or brought, in respect of any cost, losses, damage, or injury arising by reason of my/our use of the rented facilities. Without limiting the generality of the foregoing, the Renter hereby agrees to indemnify and save harmless OTHA against all claims arising out of the infringement of royalty rights, copyright, slander or libel, which may occur as a result of a public rental, performance or speeches.

On behalf of the applicant, the undersigned authorized representative agrees to accept responsibility for the observance of all Contract Regulations where applicable; the prompt payment of fees applicable and the payment for damages occurring during the use of OTHA's property.

Dated/ Signed by Authorized Representative for booking (Applicant must be 19 years of age or older)

Print Name: _____

Signature: _____

Date: _____

Dated/ Signed by OTHA Representative

Print Name: _____

Signature: _____

Date: _____

Payment: A 50% deposit of the RENTAL FEE is required to confirm rental and is due at time of booking. The final payment (+ damage deposit, if required) must be paid prior to the event. If required/ collected, the damage deposit will be refunded after the booking, providing no damage has been incurred. Payments are non-refundable, save the damage deposit.

Rental fee: _____

Amount now due: 50% of RENTAL FEE _____

FINAL PAYMENT DUE (\$500.00 damage deposit, if required) +

Balance of Total Fees. Date paid: _____

Payment options: Cheques may be made payable to Old Town Hall Association. E-transfers may be sent to otha@oldtownhall.org; in the note section indicate “studio rental” and use the password Waterford. Debit or credit card payment may also be received in advance, and in house.

Soft opening introductory rental fees

(Help us work the bugs out! April/ May/ June 2021)

Upper Hall only	\$40/ hour	\$100/ 3 hours
Studio only	\$25/ hour	\$60/ 3 hours
Studio + Upper Hall	\$50/ hour	\$120/ 3 hours

Green room flat fee	\$25
Kitchen flat fee	\$25

Run-of-the-place special

(Upper Hall, gallery, studio, kitchen, green room, and bookshop):
\$200/ day (up to 10 hours)