



Varley Art Gallery of Markham
216 Main Street
Unionville, Ontario
L3R 2H1

VARLEY ART GALLERY OF MARKHAM

Rental Agreement

1. Rental of the Community Room and galleries at The Frederick Horsman Varley Art Gallery of Markham (hereafter referred to as "The Varley Art Gallery") shall be booked through the Gallery Assistant of The Varley Art Gallery, at (905) 477-9511, extension 223.
2. To reserve the Community Room and/or galleries, a Booking Request form must be completed. This form must be approved by the Director of The Varley Art Gallery. After the booking request is approved, a signed contract and a deposit of 50% of the rental fee must be submitted. **The space will not be reserved until the deposit is paid.** The balance is due on the first business day of the month of the function. All rental fees are made payable to the Town of Markham.

The hourly rate is based on the total number of hours required for the event, including set-up and clean-up time (if after business hours). Rental fees are charged to assist with the operating costs of The Varley Art Gallery.

3. The staff of The Varley Art Gallery will be given first priority in booking the Community Room for Gallery programming and Gallery events. The Community Room may be rented during public hours, however availability may be limited. The public hours of The Varley Art Gallery are as follows:

Spring/Fall Hours:

Tuesday	10 am – 5 p.m.
Wednesday:	10 a.m. - 5 p.m.
Thursday:	10 a.m. - 5 p.m.
Friday:	10 a.m. - 5 p.m.
Saturday:	10 a.m. - 5 p.m.
Sunday:	12 p.m. - 5 p.m.

During the summer months (July and August), the Gallery is opened 7 days a week. During the winter season (November – March) the Gallery is open from Tuesday to Sunday with an early closing of 4 p.m.

4. If catering is required, the Applicant shall advise the Gallery of all catering arrangements, including the name of the caterer, time of arrival, etc. For catered functions, the Applicant must provide all table linens, glassware, tableware, and flatware.
5. If catering is required, it is the responsibility of the Applicant to ensure the areas in the Gallery to be used by the caterer are adequate and appropriately equipped. If the caterer and / or wait staff will be present during the event, the Applicant is strongly advised to ask the caterer to visit the Gallery before the event so that he or she will be familiar with the Gallery's facilities.
6. Fire regulations for the Community Room permit a maximum of 54 people seated with tables, a maximum of 70 people seated without tables, and a maximum of 146 people with no fixed seating.

Slide and overhead presentations require special furniture arrangements in order to view the screen. For slide viewing, the room will accommodate 25 people seated with tables, and 50 people seated without tables.

7. The Community Room is LCBO licensable. In order to serve alcohol at the Gallery, a special event liquor license is required. The renter must apply for this license at least 14 days in advance at an LCBO outlet and must present it at the event. In accordance with Town of Markham policy, all functions with alcohol must have Town of Markham bartenders (1 bartender per 50 patrons).

Bartender rates are \$15.00/hour before midnight and \$18.00/h after midnight. Bartender fees are charged to the user. The Gallery will book bartenders for functions.

8. The Town of Markham requires that all persons or companies renting Town facilities must have insurance coverage with the following attributes:
 - Two million dollars of general public liability
 - Name the Corporation of the Town of Markham as an additional insured
 - Include full participant coverage

9. The client may use the Gallery's chairs (folding plastic chairs) and tables (approx. 3 feet x 5 feet). If other furniture is required, it is the responsibility of the client to provide these items.

10. The Gallery staff will set up Gallery chairs and tables as per the client's instructions. Rental furniture must be set up by the client or other persons appointed by the client. **Details of furniture set up must be provided on paper (see attached diagram) to the Gallery at least 14 days before the event.** The attached diagram must be used to indicate the set-up. The Gallery must approve all set-up plans to ensure that the plans are in compliance with the Fire Code and the Gallery's security plans.

11. The kitchen will be clean and the counters will be clear prior to the Applicant's use of the kitchen. The Applicant must leave the kitchen in the same condition. If the Applicant requires cleaning materials in order to return the kitchen to its previous condition, the staff member on duty during the event will provide these materials.

12. If the Applicant cancels the booking 30 days or more prior to the event, 50% of the deposit will be refunded. The applicant forfeits the deposit if the event is cancelled less than 30 days before the event, unless the facility can be otherwise rented.

13. The Varley Art Gallery does not provide any publicity or advertising for events booked in the Community Room. Use of The Varley Art Gallery logo and wordmark must be approved by The Varley Art Gallery and the Editorial Advisory Board of the Town of Markham.

14. Any decorations or other items to be affixed to the walls in the Community Room must be approved by The Varley Art Gallery. If items are affixed to the walls, they must be attached in a manner which does not damage the walls. Nails and screws may not be used.

15. The Town of Markham and/or The Varley Art Gallery reserve the right to cancel this Agreement upon notification of the Applicant at least ONE WEEK prior to the date of the function, in which event any deposit paid shall be refunded to the Applicant and the Town, the Art Centre, and The Varley Art Gallery shall not be liable to the Applicant for any loss or damages.

Rental Rates

Florence and Donald Deacon Room:

Community					Private		
	Capacity	Set Fee Up to 3 Hours	Set Fee 3 to 6 Hours	After Closing Per Hour	Set Fee Up to 3 Hours	Set Fee 3 to 6 Hours	After Closing Per Hour
Florence and Donald Deacon Room	Up to 146	187	374	66	267	534.50	94.50

Varley Art Gallery	Community	Private
	After Closing Per Hour	After Closing Per Hour
After Hours Staff Fee	\$36.50	\$52.50
Set-up/Clean-up	\$52.50 flat fee	\$52.50 flat fee

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Courtyard:

Varley Art Gallery	Capacity	Community	Private
Rental of Courtyard		\$73.50 flat fee	\$105 flat fee
Study Centre	Up to 10	\$110 flat fee	\$157 flat fee

* Private rates apply to businesses, corporations, and other for-profit groups, and to individuals or groups booking private functions.

** Community rates apply to established community service groups (i.e. Lions Club), non-profit agencies and organizations, community arts groups (i.e. the Markham Group of Artists), other community groups (i.e. Guides, Scouts).

THE FREDERICK HORSMAN VARLEY ART GALLERY

CONDITIONS FOR RENTING

1. The space is not reserved until this contract is returned with a deposit of 50% of the rental fee.
2. The Town of Markham requires that all persons or companies renting Town facilities must have insurance coverage with the following attributes:
 - Two million dollars of general public liability
 - Name the Corporation of the Town of Markham as an additional insured
 - Include full participant coverage
3. The public areas of The Varley Art Gallery are the only spaces available for use by the Applicant. Separate rental fees apply to the Community Room and the galleries.
4. The kitchen facility is not available for food preparation, only food serving. The caterer selected by the Applicant must clean the kitchen and dispose of all garbage and waste. In order to serve alcohol at The Varley Art Gallery, a special event liquor license is required. The Applicant must apply for this license and must present it at the event, otherwise no alcohol shall be served at The Varley Art Gallery. The Varley Art Gallery does not provide food servers or waiters, however the Gallery will book bartenders. The Applicant must use Town of Markham bartenders.
5. Food and beverages may be consumed in the Community Room and lobby only. Absolutely no food or beverages are permitted elsewhere in The Varley Art Gallery.
6. Nothing shall be permitted to be done or displayed on the premises which is contrary to the Criminal Code, or any provincial or municipal act, by-law, or regulation. No open flame is permitted in the facility. Restricted use of contained flame is subject to the Gallery's discretion.
7. Any decorations to be used for the function must be approved by The Varley Art Gallery. Decorations may be used in the Community Room only.
8. If the galleries are booked, the Applicant and his / her invitees must respect established gallery rules and fire regulations.
9. No smoking is permitted anywhere in The Varley Art Gallery.
10. The Applicant shall assume all liability for all damages to The Varley Art Gallery caused directly and indirectly by him/herself or his/her invitees.

The Applicant will be responsible for the replacement or repair of any damaged furniture or equipment as well as any damage done to the facility. The Applicant agrees to indemnify and save The Varley Art Gallery completely harmless against any actions, claims, suits, or applications that may be brought against The Varley Art Gallery arising directly or indirectly from the Applicant's use of The Varley Art Gallery.

11. The number of gallery staff required for security at the event shall be determined by the Varley Art Gallery. Staffing costs are outlined on the Rental Rates chart. These staff members are present to maintain the security of the gallery and are not available to otherwise assist with the event.
12. In the event of a FIRE or EMERGENCY the following regulations are in effect:
 - (a). The Applicant must observe and obey the Fire Alarm regulations.
 - (b). The function must be shut down.
 - (c). The Varley Art Gallery must be evacuated.
 - (d). The Varley Art Gallery must not be re-entered until it has been deemed safe to do so by the fire department.



THE FREDERICK HORSMAN VARLEY ART GALLERY OF MARKHAM

RENTAL CONTRACT

Please complete all 2 copies and return 1 copy and a 50% deposit to:

**Gallery Assistant
The Frederick Horsman Varley Art Gallery of Markham
216 Main Street
Unionville, Ontario
L3R 2H1**

A. GENERAL INFORMATION

Organization Name (if applicable)	
Name of Applicant	
Address	
Phone	Home:() - Business: ()
Fax	()

B. RENTAL INFORMATION

Date(s)	
Areas to be rented (Community Room, Galleries)	
Type of function	
Set-up start time	
Event start time	
Event end time	
Number of people expected	
Other information (caterer, band, etc.) (also see attached diagram)	
Rentals (list items to be rented by the Applicant -	

tables, linens, glassware, etc.)	
Liquor License required (yes/no)	
Bar Service	<input type="radio"/> beer and/or wine only <input type="radio"/> mixed drinks
Number of bartenders required (1 per every 50 guests)	

C. SUMMARY OF CHARGES

Rate per hour	Community Room: Galleries:
Total number of hours (including after-hours set-up and dismantling)	
After public hours staff fee (\$50/h)	
Set-up and cleaning fee	\$51.50
Bartender fee	Rate _____ x Hrs _____ x # of bartenders _____ =
Total Charges	\$
Deposit (50% of total)	\$

Please make cheques payable to the **Town of Markham**. Visa/Mastercard, also accepted.

Balance of payment is due on the 1st business day of the month of the function.

Certificate of Insurance or purchase of third party group insurance must be made no later than 2 weeks prior to event.

I have read the Rental Agreement and the Conditions for Renting and agree to the stipulations outlined therein.

Signature

Date

Deposit: \$ _____	Date: _____	Received by: _____
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