



RENTAL AGREEMENT

Please complete this form in BLOCK LETTERS and check for accuracy. Sign and return one copy to the Pumphouse at Box 676, Niagara-on-the-Lake, ON L0S 1J0, Attn: Office Administrator

Organization Name

Representative Name

Email address

Street Address /Box #

Town/City/Prov./Postal Code

Day Phone Evening Phone

Name of event

Type of Event

Approx. Number of Attendees

Do you have Insurance to cover this event? ___ Y ___ N

NOTE: If you will be serving alcohol, you are responsible for obtaining SOP/liquor license, and for ensuring that proper insurance is in place and that someone with Smart Serve certification will be in attendance.

Walker Room	Classroom	Gallery
Date:	Date:	Date:
Time Start:	Time Start:	Time Start:
Time End:	Time End:	Time End:
Rental Rate: \$	Rental Rate: \$	Rental Rate: \$



Pumphouse Rental Rates			
Available During Regular Buisness Hours			
After Hours Rate add \$25 per hour- for staffing			
Facility	Time Period	Public Rate	Non-Profit Rate
Gazebo/Lawn Rental May-October	3 hr blocks	500	125
	full day (6 hours)	900	225
	Night before set-up	75	18.75
	Photos Only- wth Reservation-Hrly	40	10
	photos no reservation	60	15
Children's Studio-	Hourly minimum 3 hours	50	12.5
	full day (5 hours)	200	50
	2 day rental	360	90
	Night before set-up	75	18.75
Walker Room	Hourly minimum 3 hours	75	18.75
	full day (5 hours)	300	75
	2 day rental	540	135
	Night before set-up	75	18.75
Gallery	Hourly minimum 3 hours	60	15
	full day (5 hours)	240	60
	2 day rental	432	108
	Night before set-up	75	18.75

TERMS AND CONDITIONS

1. All functions must be completed according to the contract.
2. A \$200 refundable *security* deposit made payable to The Niagara Pumphouse Arts Centre, is due at the time of the booking.
3. A 50% non-refundable deposit is due at the time of the booking.
4. After Normal Operating Hours – Add \$25 per hour to cover staff.
5. The organization renting the facility is responsible for set-up, take-down and cleaning up immediately after the function.
6. The hours specified on the preceding page should include set-up, take-down and clean-up time.
7. If clean-up conditions are not strictly adhered to, or if damage to the building or its contents occurs during the function, the security deposit will be forfeited at the discretion of the Board of the Pumphouse. The organization renting the facility will also be responsible for any damages in excess of the security deposit and will be charged accordingly.
8. It is the responsibility of the Applicant to contact the Office Administrator in order to arrange access to the building and to receive instructions as to the closing/locking of the building.
9. No intoxicating beverages will be allowed on the premises without a liquor/Special Occasion Permit (SOP). Obtaining this permit is the responsibility of the Applicant and must be provided prior to the function. Go to the AGCO website to apply for an SOP online.
10. When the kitchen is used the Applicant is responsible for clean-up, including any equipment used.
11. No open flame candles are permitted in the building. Only battery-operated candles are permitted.
12. Art work must not be removed from the walls, nor displays moved or altered in any way.
13. All exits must be kept free of obstruction.



14. Maximum attendance for all rooms will be governed by the LLBP and fire regulations.
15. All privately owned equipment and supplies to be removed immediately following the end of the function.
16. The Niagara Pumphouse Arts Centre is not responsible for loss, damage or theft of articles, clothing or equipment belonging to the Applicant or those attending the function.
17. The Applicant is required to carry comprehensive general liability insurance. The insurance shall be carried for the entire period of the agreement and will have the Municipality and the Niagara Pumphouse Arts Centre and its Board of Directors, staff and agents shown as additional named insureds to the policy with respect to the rental of the Niagara Pumphouse Arts Centre. Proof of this insurance must be submitted by providing a certificate of insurance prior to the event.
18. It is understood and agreed that the Applicant will not use the premises for any purpose that will compete with any service that the Niagara Pumphouse Arts Centre provides, including but not limited to classes or seminars on the visual arts.

I, the applicant/representative of the organization, hereby agree to meet the terms and conditions of this contract and agree to indemnify and save harmless the Town of Niagara-on-the-Lake and all its employees and officers, as well as all members, employees and officers of the Niagara Pumphouse Arts Centre from and against all claims, demands, losses, costs, damages, actions, personal injuries sustained, loss or theft of personal property, however caused, including negligence, from suits or proceedings arising out of the use of the facility rented.

Name: (Print): _____ Organization: _____

Applicant Signature: _____ Date: _____

I verify that I have the right to bind the organization

On behalf of the Pumphouse: _____ Date: _____

Position: _____

I verify that I have the right to bind the organization