



Facility Booking Agreement

We have a wide range of spaces for rent at the Pembina Hills Arts Centre. With a state-of-the-art keyless entry system, you can have 24/7 access to one of three studio spaces, two program rooms or a meeting room. We also rent out our main floor, which houses our fine art gallery, for weddings or wedding photography, corporate receptions, events and it also makes a great music venue! The prices and availability may vary, so please contact us for more details.

**Please note – bookings are only confirmed once payment in full has been received.*

Gallery (Main Floor)	Full Day	Half Day or Evening	Hourly (4 hours max.)
Business	\$250.00	\$150.00	\$25.00 / hour
Non Profit	\$125.00 * 6-8 hours	\$75.00 * 5-6 hours	\$15.00 / hour * 3 hours min.
Clocktower Room	Full Day	Half Day or Evening	Hourly (4 hours max.)
General	\$75.00 * 6-8 hours	\$45.00 * 5-6 hours	Please inquire * 3 hours min.
Suncatch Room	Full Day	Half Day or Evening	Hourly (4 hours max.)
General	\$30.00 * 6-8 hours	\$10.00 * 5-6 hours	n/a * 3 hours min.

One-time rentals are available during PHAC business hours only. If staff are required to be on-site for the duration of the event outside of business hours, **extra fees may apply**. Invoices for additional charges (damage, food, etc.) will be billed to the renter as a flow-through cost. PHAC is not liable for any injury to person or property incurred during facility rentals.

Coffee/tea services provided by PHAC staff are available for an **additional \$15.00 per rental**. Service includes use of dishes, cutlery, linen, tables and chairs.

**A limited number of chairs and tables are available on-site. Please talk to staff prior to booking if you require the use of chairs & tables.*

All food and coffee provided by renter must be provided by a commercial kitchen. Arrangements for food are the responsibility of the renter. Liquor licenses and the purchase of alcohol are the responsibility and cost of the renter.

It is expected that the renter will clean up after themselves and ensure an “as you found it” condition to the space.



PEMBINA
HILLS
ARTS
COUNCIL

RENTAL DETAILS

Organization	
Contact	
Address	
Phone	
Email	
Facility Needed	
Rental Date & Times	

RENTAL COST

Facility Pricing	
Coffee/Tea Service	
Additional Staff Time Required	
Other	
GST	
Total Rental Fee	

I have read the facility booking agreement. By signing, I understand that I am agreeing to all the terms therein.

RENTER

Signature: _____

Date: _____

PHAC STAFF

Signature: _____

Date: _____