



## 2018 Facility Booking Agreement

We have a wide range of spaces for rent at the Pembina Hills Arts Centre. 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 <i>over 4 hours</i>	Half Day or Evening <i>up to 4 hours</i>	Hourly (3 hours max.)
Business	\$250.00	\$150.00	\$25.00 / hour
Non Profit*	\$125.00	\$75.00	\$15.00 / hour
Clocktower Room	Full Day <i>over 4 hours</i>	Half Day or Evening <i>up to 4 hours</i>	
General	\$75.00	\$45.00	
Suncatch Room	Full Day <i>over 4 hours</i>	Half Day or Evening <i>up to 4 hours</i>	
General	\$50.00	\$25.00	
Meeting Room	Full Day <i>over 4 hours</i>	Half Day or Evening <i>up to 4 hours</i>	
General	\$30.00	\$10.00	

\* For Non-profit, you must provide registered charity number.

If staff are required to be on-site for the duration of the event outside of normal gallery hours, **there will be an extra \$20/hour/staff**. 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 \$50.00 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 prepared in 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. The renter is responsible for set up and clean up, please make sure you consider the extra time required when you make the booking.

There are a few restrictions of use of the facility in order to protect the heritage building. The following items are NOT allowed:-

- Open flames (no candles)
- bubbles
- smoke machines
- foam machines

Renters are responsible for ensuring that members of their group are aware of the fire exits.

Please make sure that all garbage is properly disposed of using the compostable, recycling, and normal refuse bins which are located outside the side entrance.

A refundable Damage deposit of \$100 will be required for one-time rentals. Should there be no damage, the deposit will be refunded within one week following your rental.



PEMBINA  
HILLS  
**ARTS**  
COUNCIL

**RENTAL DETAILS**

Organization	
Registered Charity Number for Non-profit rate	
Contact	
Address	
Phone	
Email	
Facility Needed	
Reason for Rental	
Rental Date & Times	

**RENTAL COST**

Facility Pricing	
Coffee/Tea Service	
Additional Staff Time Required	
Equipment Rental	
Other	
Damage Deposit for one-time rentals	
GST	
<b>Total Rental Fee</b>	



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: \_\_\_\_\_

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**OFFICE USE ONLY:**

Date received: \_\_\_\_\_ Calendar marked: \_\_\_\_\_

Payment received: \_\_\_\_\_ Invoice number: \_\_\_\_\_

Other Notes: