



Gallery Rental Contract

Last modified: July 2008



Canvas Rental Contract

1. Date of rental: (Month) _____ (Day) _____ (Year) _____

2. Name of person/company renting: _____

3. Contact information: Tel.: () _____ or (514) _____

Email: _____

4. Duration of rental: (Start) _____ -- (Finish) _____

5. Extra set-up time / \$25/HR: (Hours) _____ From: _____ - _____

6. Date of set up: (Month) _____ (Day) _____ (Year) _____

7. Rental fee: \$ _____ + set up: _____

PLEASE MAKE CHEQUES PAYABLE TO: Sweet Spot Designs

8. Deposit: (50%) \$ _____ Date of deposit _____

9. Balance due on day of rental (at the start of the event) : \$ _____

10. Type of event: _____

11. Is alcohol being served at this event: Yes: ____ No: ____

12. Description of staff being supplied by Canvas: _____

This contract is between Canvas Montreal and the Client. [Name of the person on line #2. (two) in the section above.] This contract is to ensure that both parties are aware of and understand what is expected of them for this particular event.

On the following page is a list of points that will explain in detail **How Canvas Operates** for each of the events held within Canvas. Client also receives a form to acknowledge need for alcohol permit request.

Canvas Montreal – How we operate:

1. Canvas offers a unique space for its clients to host their special events.
2. Canvas staff ensures that it will do everything possible to make each event a success.
3. Canvas makes sure that the gallery is clean and ready for each event.
4. Canvas will work with each client individually to make sure that all details are covered prior to the start of each event. This includes coordination between services and suppliers from outside of the gallery. Canvas will allow a reasonable timeframe for the client to set-up their event. If additional time is required, arrangements must be made with Canvas to discuss price and availability.
5. Canvas has a strict “No Drugs” and “No smoking” policy within the gallery. Alcohol may be consumed within the gallery itself however Canvas does not allow any alcohol to be brought outside the gallery for consumption. Canvas also reserves the right to ask any individual standing immediately outside of the gallery to dispose of any alcoholic beverage, or move away from the premises. Each event requires a permit to serve alcohol. The client is responsible for acquiring this permit. Canvas will help if the client needs assistance with this procedure, (See also: #25)
6. Canvas reserves the right to request that a guest leave the premises if they are causing damage to the gallery or acting in a rude or violent manner. This applies to guests who may be intoxicated or not. Canvas will address any problems immediately to the client. [name of person on line #2 (two)] Actions taken may include calling the police in the event a situation becomes serious. The client will have an opportunity to help solve a serious situation if possible.
7. The client [name of person on line #2 (two)] will be held responsible for any and all damages caused during their event **“Leave the Gallery as you found it.”** Canvas reserves the right to bill the client for damages or missing gallery items. Canvas will identify the damage/ item(s) before the client leaves at the end of their event. It is possible that Canvas will alert the client to damages or items that may not have been discovered immediately following the event. At that point Canvas reserves the right to notify and bill the client for these damages or items.
8. Canvas reserves the right to stop serving alcohol to any individual who appears to be intoxicated. Canvas will address any problems immediately to the client. (Organizer)
9. Whenever possible, Canvas will arrange a ride for the individual if no other safe method is available. The client is responsible for the safety of their guests.
10. Upon signing this contract, a deposit is made to cover partial payment (50%) of the rental fee. The balance is due before the start of the event, or at the latest - on the day of the event. (Not at the end of the event)
11. Canvas is not responsible for any lost or stolen items within the gallery during any event.
12. Canvas expects the client to remove all personal items immediately following the event. (Within 1 HR) Whenever convenient, Canvas can make special arrangements if this is not possible. If items are not removed immediately following the event, the client must understand that it is Canvas that will decide when the special pick-up date is to be. All efforts will be made to accommodate the client.

- 13.** Canvas closes at 3:00 a.m. and reserves the right to stop serving alcohol at 2:30 a.m. / For events scheduled to finish before 3:00 a.m., Canvas reserves the right to stop alcohol service 30 minutes prior to the end of the event.
- 14.** Canvas reserves the right to monitor and adjust the volume of music being played within the gallery. As Canvas is in a residential area, the client must respect all decisions by Canvas regarding sound levels at their event. "Rock the Casbah...gently."
- 15.** Inside Canvas the client and all guests are asked to keep their shoes on at all times. The gallery's floor is beautiful but old, and may have sharp edges or nails that could cause harm to a bare foot. This includes children as well as adults. Canvas does everything possible to maintain a smooth surface inside the gallery.
- 16.** If a client wishes to bring in additional staff with a catering service, they may do so at the client's expense. (See also # 26 re: Outside staff) Professional caterers may bring in their own staff.
- 17.** Canvas supplies a small sound system that is designed for ambient music only. Only the bartender is permitted access this system during an event. If the client wishes to have control of their own music, they may hire a DJ service or supply their own sound system to be installed on the gallery floor. (Not behind the bar)
- 18.** Canvas reserves the right to take photographs of events held in the gallery. If the client wishes, a selection of photos will be supplied to them before Canvas posts any images online on the Canvas website. (www.canvasmontreal.com)
- 19.** Canvas will try to accommodate any special request for art that being displayed in the gallery and reserves the right to the final word on what is hung on the gallery walls for any no-art related event. (Vernissage, exhibit, etc.)
- 20.** If the gallery washrooms fail for whatever reason, Canvas will direct the client and their guests to alternative restrooms downstairs from the gallery.
- 21.** The kitchen and areas behind the black curtain are for Canvas staff only. This area may also be used by any outside catering service.
- 22.** In the event of a power failure, or any other circumstance beyond our control during an event, Canvas will make all attempts at making it possible to continue on with the event as scheduled. If the client feels it is not safe or wishes to cancel the event, Canvas will retain 100% of the payment for the rental of the gallery.
- 23.** If the client cancels their event after giving a deposit, Canvas will retain the deposit and open the date for other potential clients.
- 24.** If the client cancels their event during or immediately before the start of their event, Canvas will retain full payment of the rental.
- 25.** The client is responsible to obtain their own alcohol permit for their event. Canvas will supply a form acknowledging the rental. Canvas will assist in any way to facilitate this process. The RACJ asks that all demands are made 2 weeks prior to the event. A valid permit is required in order for any event that is serving alcohol to take place.

26. If the client hires their own caterer and wait staff, the caterer must be made aware that it is their duty to clean up all of their dishes, glassware and any other items before leaving. It is the client's duty to make sure everything is clean. Canvas will charge \$200 clean-up fee for any work that is needed to clean the gallery of items or mess. (Standard Canvas clean up consists of sweeping, moping and placing furniture back in place. The client should ask if un-clear on this policy.)

27. Coat-check. Canvas is equipped with a coat-room area. The client is permitted to use the coat-check as a self-serve coat-room, or they may ask Canvas to hire someone to work the coat-room.

Canvas is all about creativity and great events!

This contract is designed to give the client peace of mind and possibly answer any questions as to what they should expect from Canvas for their event, and what is expected from them.

Extra space for items not listed above:

I have read and understand and agree with all of the points made in this contract.

Client : _____

Signature: _____

Date of signing: (Month) _____ (Day) _____ (Year) _____

Canvas Montreal: _____

Signature: _____

Date of signing: (Month) _____ (Day) _____ (Year) _____