



Facility Rental Agreement

1450 Henry St
Whitby ON, L1N 0A8
(905)668-4185
art@stationgallery.ca
www.stationgallery.ca
CR #119297042RR0001

Contact information

Name: _____
Organization & Position: _____
Email Address: _____
Mailing Address: _____

Telephone: _____

Dates & Times

Date of Rental: _____
Event Start time: _____ Event End Time: _____
Arrival Time: _____ Departure Time: _____

Arrival & departure time should be based on time needed for set-up & clean-up

Event Details

Event Type: _____
Number of attendees: _____
Is the event publicly advertised or Private (invite only): _____
Will you be serving food, if so will you use a caterer: _____
Station Gallery does not arrange glassware, tableware, linen, or catering services, and no on site kitchen is available. We are happy to provide you contact information for any local options
How many chairs will you need? (75 Max): _____
How many tables (4-Six foot & 6-Four foot): _____
Cruiser Tables (6 max): _____
Projector/Display: _____
Display Easels: _____
Other Equipment (please specify): _____

Note: Space restrictions do not allow us to have all tables and all chairs set up at the same time

Alcohol Details

Will you be serving alcohol, if so will it be open or cash bar:

All events where alcohol is present require a Station Gallery provided bartender. Any event over 30 people require 2 bartenders. Bartenders are \$25/hr, min of \$150. Station Gallery provides all alcohol, outside liquor is not permitted on site

Drinks Available—Please check off all you would like served—Alcoholic drinks are \$8 & non-alcoholic are \$2

| Wine | Beer | Non-Alcoholic |
|----------------------|----------------|---------------|
| ◇ Sauvignon Blanc | ◇ SteamWhistle | ◇ Coke |
| ◇ Pinot Grigio | ◇ Coors Light | ◇ Ginger Ale |
| ◇ Cabernet Sauvignon | | ◇ Sprite |
| ◇ Merlot | | ◇ Diet Coke |
| | | ◇ Perrier |
| | | ◇ Water |

Other Relevant Information

4 hour rental including set-up & take down is \$500 + extras

More than 4 hours is considered a full day rental, \$1000 + extras

We are a public gallery, and are open to the public Mon-Fri 10am-4:30pm, Thurs 10am-9pm & Sat Noon-4pm.

Rentals requested outside of regular operating hours, must be special requests

Layout must be submitted a minimum of 1 week in advance

Signature

Date:
