



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): _____

TV on rolling stand: _____

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 \$35/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 \$10 & non-alcoholic are \$2

Wine	Beer	Non-Alcoholic
<input type="checkbox"/> Oyster Bay Pinot Grigio	<input type="checkbox"/> Town Brewery—Quick One	<input type="checkbox"/> Coke
<input type="checkbox"/> Oyster Bay Pinot Noir	<input type="checkbox"/> SteamWhistle	<input type="checkbox"/> Ginger Ale
<input type="checkbox"/> Oyster Bay Rose	<input type="checkbox"/> Coors Light	<input type="checkbox"/> Sprite
		<input type="checkbox"/> Diet Coke
		<input type="checkbox"/> Perrier
		<input type="checkbox"/> Water

How did you hear about Station Gallery?

Notes

4 hour rental including set-up & take down is \$600 + extras

More than 4 hours is considered a full day rental, \$1200 + 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: _____