

Denman Island Arts Center RENTAL APPLICATION

Name of renter _____ Group _____

Address _____

Telephone _____ Email _____

One Time Use 3 hours until noon/ or afternoon/evening after six = \$25	Date	Time in/out		# of attendees (approximate)	\$
One Day 1 day = \$50 day+evening = \$65	Date	Time in/out			\$
Monthly 1 month 50	Date	Day of week	Time Slot		\$
Ongoing Studio Group- 3 mos = \$135	Date	Day of week	Time Slot		\$
Artists Present 1 day = \$50	Date				\$
Teach a Workshop \$75/day and/or evening incl. setup and cleanup	Date(s)	Time in	Time out		\$
Teach on-going Course 1/week, 4 hr. including setup/cleanup = \$35/week	Dates in/out	Day of week	Time slot		\$
Rental Amount					\$
Damage/cleaning deposit					\$75.00
Total Amount					\$

Please make cheque payable to ARTS DENMAN and indicate "Studio Rental". Mail the cheque and application form to Denman Island Arts Centre, P.O. Box 78, Denman Island, B.C., V0R 1T0 OR put them in the Registration drop box on the Arts Center porch.

RENTAL TIMES: The main studio room is available Monday through Sunday, for morning, afternoon or evening sessions. Rental includes use of the bathroom and kitchen. Morning session is any part of 8am to noon, up to 3 hours. Afternoon session is any part of noon to 3:30 pm, up to 3 hours. Late afternoon session is any part of 4 pm to 7 pm up to 3 hours and evening session is any part of 7pm up to 10 pm, up to 3 hours.

PAYMENT DUE: *Single* event rentals are payable upon booking. *One month rental* is payable upon booking. *Ongoing groups*, payment (minimum of 3 months) is due on the first of the month and they have continuing scheduling preference over one month rentals.

The Renter agrees to hold the owner/landlord (Arts Denman) harmless for any losses, injury or negligent acts that might incur as a result of their actions, or as a result of events that are their responsibility and not the responsibility of the owner/landlord during the term of the Rental Agreement.

Signed _____

Date _____

ARTS CENTER INFORMATION

KEYS: Keys are to be picked up/signed out and returned to the General Store. If the store is closed, return the key to the mail slot. If the store is closed, call Carole at 335 -0314 to make arrangements.

EQUIPMENT INCLUDED:

<u>30</u> chairs (extras stored on porch/porch cupboard)	<u>10</u> tables/2 card (extras stored in porch cupboard)
<u>7</u> easels (stored in porch cupboard)	<u>1</u> whiteboard (in kitchen, pens in Renter's Box)
<u>1</u> VCR (cable in Renter's Box)	<u>1</u> projector (cable in Renter's Box)
* <u>1</u> picture hangers (in Renter's Box)	* <u>1</u> dishes, kettle, coffeemaker, microwave
* <u>1</u> cleaning products (under kitchen sink)	

RENTAL CLEANUP REQUIREMENTS (cleaning fees may be applied if they are not followed)

- 1) ALL garbage must be removed from Center
- 2) tables folded and chairs stacked
- 3) return all items to porch or porch cupboard
- 4) wash/put away/dishes used, wipe counters
- 5) remove items from fridge if used
- 6) sweep floors
- 7) unplug kettle and coffeemaker
- 8) set thermostat to 10 degrees
- 9) lights off
- 10) windows and both doors locked
- 11) return keys to General Store

The Arts Center has a NO NAIL policy

NOISE SENSITIVITY

As there is a tenant upstairs, noise can be a problem, especially slamming doors or moving furniture. Please be aware of the situation.