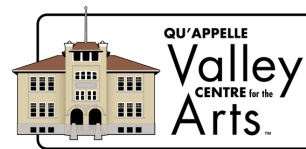


QVCA Space Rental Agreement



This agreement outlines the arrangement between Qu'Appelle Valley Centre for the Arts Inc. (hereafter called "QVCA") and the renter (hereafter called "Renter") for rental of space at Qu'Appelle Valley Centre for the Arts located at 406-4th Street West, Fort Qu'Appelle, SK.

Renter (Individual and/or group): _____

Contact Number: _____ Alternate Number: _____

Address: _____

Email: _____

Date(s) Requested: _____

Time(s) requested: _____

Briefly describe what activities, performances, or workshops that will be taking place:

Does your event require any special set-up or equipment? (Please specify)

Links to artists' website(s), (if applicable): _____

Will you be selling anything? If so, please list here: _____

NOTE: Sales include artwork, tickets, tuition, other event fees, and merchandise.

Please mark with an asterisk the above information you would like on our website calendar

Terms & Conditions

Both parties agree to the terms stated below:

Rental Rates:

- Hourly - \$10 or 20% of tuition for workshops or classes, whichever is greater
- Daily/evening - \$40 – members, or 20% of total sales, whichever is greater
- \$50 – non-members, or 25% of total sales, whichever is greater
- 2-Day Weekend - \$100 – members, or 20% of sales, whichever is greater
- \$125 – non-members, or 25% of sales, whichever is greater
- 3-Day Weekend - \$125 – members, or 20% of sales, whichever is greater
- \$150 – non-members, or 25% of sales, whichever is greater
- Week (Monday to Friday) - \$200 – members, or 20% of sales, whichever is greater
- \$250 – non-members, or 25% of sales, whichever is greater

A \$50 damage deposit (separate cheque) is required which will be returned after the show if no damages are incurred.

Annual Membership - \$10 (please provide separate cheque)

Renter Initial _____

QVCA COVID-19 Policy

Updated COVID precautionary measures, effective starting September 1, 2022:

COVID precautionary measures are still important as COVID and other viruses will continue to spread at different levels in our communities and outbreaks can still occur. We all share the responsibility to reduce the spread of disease in our community (Public Health Agency of Canada).

The following precautionary measures are best used together to minimize the risk and prevent the spread of COVID and other known viruses:

1. **Stay home when sick** or experiencing any viral-like symptoms. Do not attend events at QVCA even if symptoms are mild. This will help prevent others in our community from getting sick.
2. **Wearing Masks is optional** but encouraged to protect yourself and others who may be immune compromised.
3. **Practice Respiratory Etiquette** – cough/sneeze into a tissue (dispose immediately into waste bins) or the bend of your arm (NOT your hand).
4. **Practice Hand Hygiene** – wash hands frequently with soap and water; sanitize hands between hand washings when using shared items or common touchpoints.
5. **Immunization** – keep vaccinations up to date for COVID and other viruses. Vaccines are very effective at preventing severe illness, hospitalizations and death from COVID and other viruses.
6. Use the east front door for **ENTRY**, and the west front door for **EXIT**
7. **Events** will be scheduled and staggered to comply with **capacity limits**.
8. **Users** are required to **clean and disinfect** the areas and equipment they use.

Renter Initial _____

Renter Roles & Responsibilities

Deposit: There is a \$50 refundable damage deposit on all space rentals. Full payment is due at reservation time. Any deposits taken by QVCA will be returned to the Renter when space is cleared and no major damage has occurred. If any space rented is damaged, QVCA reserves the right to keep the deposit in full or in part. Payment can be made in cash or cheque payable to Qu'Appelle Valley Centre for the Arts.

Space Use: Fire is not allowed inside Qu'Appelle Valley Centre for the Arts - this includes candles, incense, or any other flame, open or closed. Renter is responsible for the space they rent and the removal of all garbage after events. Renter must leave the space in a clean, neat, and secure condition. The Renter is responsible for picking up all equipment and artwork promptly after their event. The Renter may not use the QVCA for purposes not stated herein.

Cancellations: If Renter needs to cancel their reservation they will notify QVCA, by phone, at least two business days prior in order to receive a full refund. QVCA reserves the right to keep 25% of agreed rental fee in the event of last-minute cancellations.

Liquor License: If Renter would like to serve alcoholic beverages during their event it is their responsibility to obtain a Liquor License from the appropriate source before the opening of their showing.

Promotion: QVCA will promote any event taking place on our website (www.qvcarts.ca) and to our membership. All other promotion of the event is the responsibility of the Renter.

Staffing: Renter is responsible to make sure someone is present or arrange to have someone present during event hours (as established above) for the duration of the event.

QVCA Roles & Responsibilities

Daily Opening/Closing of Building: QVCA is responsible to have someone present to ensure that the building is open before event hours begin each day and closed after event hours end each day, unless other arrangements have been made.

Space: QVCA is responsible for having the rented space cleared and ready for each new Renter for setup.

Promotion: QVCA will promote any showing taking place in the space on our website (www.qvcarts.ca) and to our membership. All other promotion of the event is the responsibility of the Renter.

Lighting: A QVCA representative will be responsible for setting and resetting track lights during show set-up and take down.

QVCA Representative

(print name): _____ Date: _____

(signature): _____

Renter

(print name): _____ Date: _____

(signature): _____

Please sign and return one copy of this agreement with your damage deposit to QVCA at the address at the top of this page, keeping another for your records.

For more information regarding QVCA Gallery/Performance Space, please contact:
valleycentreforthearts@gmail.com

Revised: November, 2021