

# KITCHENER-WATERLOO ART GALLERY

101 Queen Street N, Kitchener N2H 6P7  
519-579-5860 // treitzel@kwag.on.ca // KWAG.CA

Community Access Space  
**RENTAL PACKAGE**

## EVENT

Event date \_\_\_\_\_ Inquiry date \_\_\_\_\_ Estimated # of guests \_\_\_\_\_

Event name/title \_\_\_\_\_

Set-up time \_\_\_\_\_ Event hours \_\_\_\_\_ Premises vacated by \_\_\_\_\_

*Contact information for event organizer:*

Name \_\_\_\_\_ Organization \_\_\_\_\_

Address \_\_\_\_\_

Tel \_\_\_\_\_ Email \_\_\_\_\_

*Contact Information for Caterer (if applicable):*

Name \_\_\_\_\_

Address \_\_\_\_\_

Tel \_\_\_\_\_ Email \_\_\_\_\_

## Additional hospitality details

# KITCHENER-WATERLOO ART GALLERY

101 Queen Street N, Kitchener N2H 6P7  
519-579-5860 // treitzel@kwag.on.ca // KWAG.CA

Community Access Space  
**RENTAL PACKAGE**

## RATES

- HALF DAY RENTAL - 4 HOURS: \$300 + HST  OR 6 HOURS: \$400 + HST
- FULL DAY RENTAL - 8 HOURS: \$500 + HST
- CAS and LOBBY RENTAL\* - 4 HOURS: \$550 + HST  OR 6 HOURS: \$700 + HST

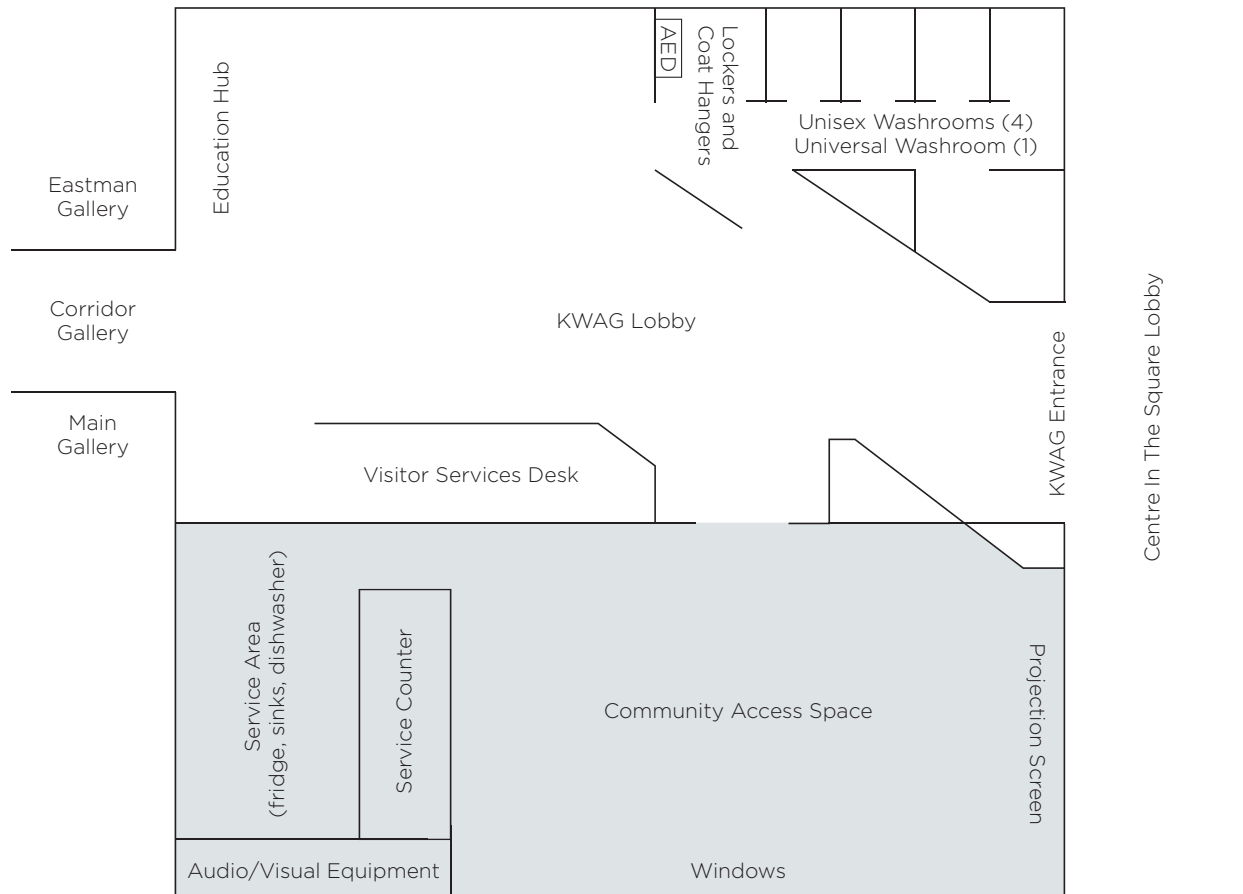
*\*Lobby rental must happen outside regular Gallery hours, subject to availability.  
Hours include set-up and take-down time. Not-for-profit organizations receive a 20% discount.*

## ROOM CONFIGURATION

 Room dimensions are approximately 20' x 32'

### Room capacities

- Seated, lecture style: 60
- Standing reception: 60
- Seated, round tables: 30
- Standing, in conjunction with the Gallery's lobby spaces: 120



# KITCHENER-WATERLOO ART GALLERY

101 Queen Street N, Kitchener N2H 6P7  
519-579-5860 // treitzel@kwag.on.ca // KWAG.CA

## Community Access Space RENTAL PACKAGE

### Included in Rental Fee:

**Circular Tables** (6 avail.) #  **Bistro Tables** (5 avail.) #  **Chairs** (60 avail.) #   
(54"/137cm diameter) (42"/107cm height)

**Rectangular Tables** (12 avail.) #  **Small Rectangular Tables** (4 avail.) #   
(6' x 31"/183 x 79cm) (48" x 31"/122 x 79cm)

**Projector Screen**  Yes  No

**Portable Microphone**  Yes  No

**Wireless Microphone**  Yes  No

**Podium**  Yes  No

**Receiver/Speaker System**  Yes  No

**Coat Racks**  Yes  No

### Available services upon request:

**Linen** #

*Black tablecloths can be rented at \$5/piece. Please provide the number of tablecloths needed.*

**Extra staffing** #

*If your event takes place outside of Gallery hours, an extra staffing fee is charged at \$25/hour (3 hour minimum). This cost is determined by Visitor Services staff at the time of booking as Gallery hours vary.*

**Private Gallery Tour** #

*Private Gallery Tour is \$50 per group of 10. Tours last approximately one hour to explore artworks on view.*

**Coffee & Tea Station** #

*Includes regular and/or decaf coffee and tea at \$15/pot (serves approx. 12), cream/milk, sugar, cups and stir sticks included.*

### Bar Service - \$75 + HST, 3 hour minimum\*

- Open bar:** Bartender fee (\$75 + HST) + \$8/drink (invoiced to organizer after the event)
- Ticketed bar:** Bartender fee (\$75 + HST) + requested # of drink tickets priced at \$8/ticket
- Standard cash bar:** Bartender fee (\$75 + HST)

*\*Bar service can be requested for additional time at a rate of \$25/additional hour.*

# KITCHENER-WATERLOO ART GALLERY

101 Queen Street N, Kitchener N2H 6P7  
519-579-5860 // treitzel@kwag.on.ca // KWAG.CA

Community Access Space  
**RENTAL PACKAGE**

Event Rental \$

Private Gallery Tour \$

Coffee/Tea Service \$

Extra Staffing Total \$

Bar Service Total \$

Linen Service \$

**Subtotal** \$

**Taxes** \$

**Total Rental Cost** \$

**Deposit Due (50% of the total fee)** \$

*Office Use*

## Terms of Payment

- **Deposit Amount** (50% of room rental fee is due at time of booking)  Received

Date received: \_\_\_\_\_

- **Balance** (due two weeks prior to the event)  Received

Date received: \_\_\_\_\_

*Additional costs invoiced within one week following the event*

- **Payment Method**

Cash  Cheque  Debit  Credit  e-Transfer