

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

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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.*

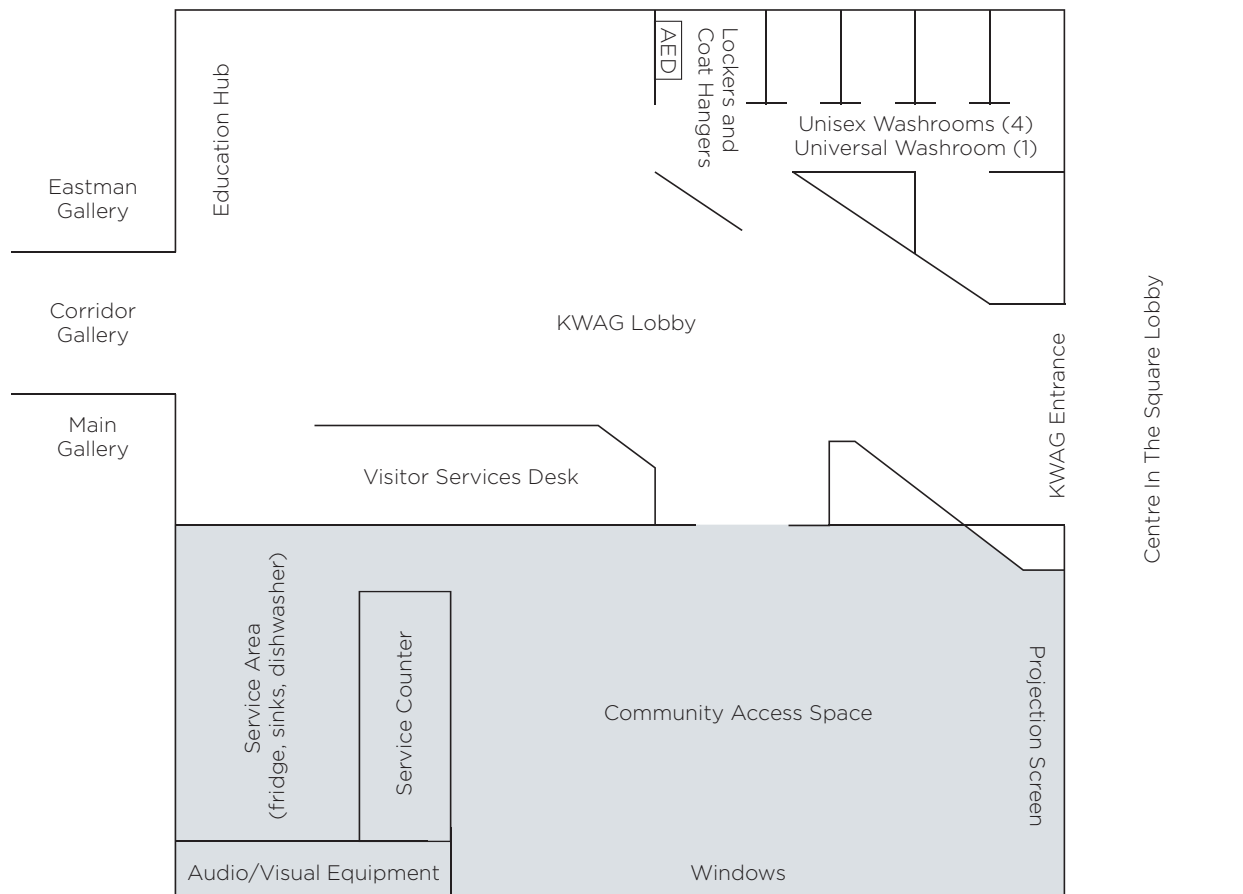
Hours include set-up and take-down time. Not-for-profit organizations receive a 20% discount.

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



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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.*

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Event Rental \$

Coffee/Tea Service \$

Bar Service Total \$

Private Gallery Tour \$

Extra Staffing 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