

# KITCHENER-WATERLOO ART GALLERY

101 Queen Street N, Kitchener N2H 6P7  
519-579-5860 // mail@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) .....\$200 + HST
- FULL DAY RENTAL** (8 hours) .....\$400 + HST
- HALF DAY CAS and LOBBY RENTAL** (4 hours)\*.....\$500 + HST

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

**Linen Rentals** - Black tablecloths can be rented at \$4/tablecloth. Please provide the number of tablecloths needed on the Room Configuration page.

**Extra staffing** - \$20/hr (3 hour minimum)

*If your event takes place outside of Gallery hours, an extra staffing fee is charged hourly.  
This cost is determined by Visitor Services staff at the time of booking as Gallery hours vary.*

**Private Gallery Tour** - \$50/group of 10

*Tours last approximately one hour. Add \$5/person if your group is larger than 10 people.*

**Coffee & Tea Station** - \$15/pot (serves approx. 12)

Includes regular and/or decaf coffee provided by **Matter of Taste**, tea, cream/milk, sugar, cups and stir sticks.

**Please indicate number of pots:**

**Bar Service** - \$60 + HST, 3 hour minimum\*

- Open bar:** Bartender fee (\$60 + HST) + \$7/drink (invoiced to organizer after the event)
- Ticketed bar:** Bartender fee (\$60 + HST) + requested # of drink tickets priced at \$7/ticket
- Standard cash bar:** Bartender fee (\$60 + HST)

*\*Bar service can be requested for additional time at a rate of \$20/additional hour.*

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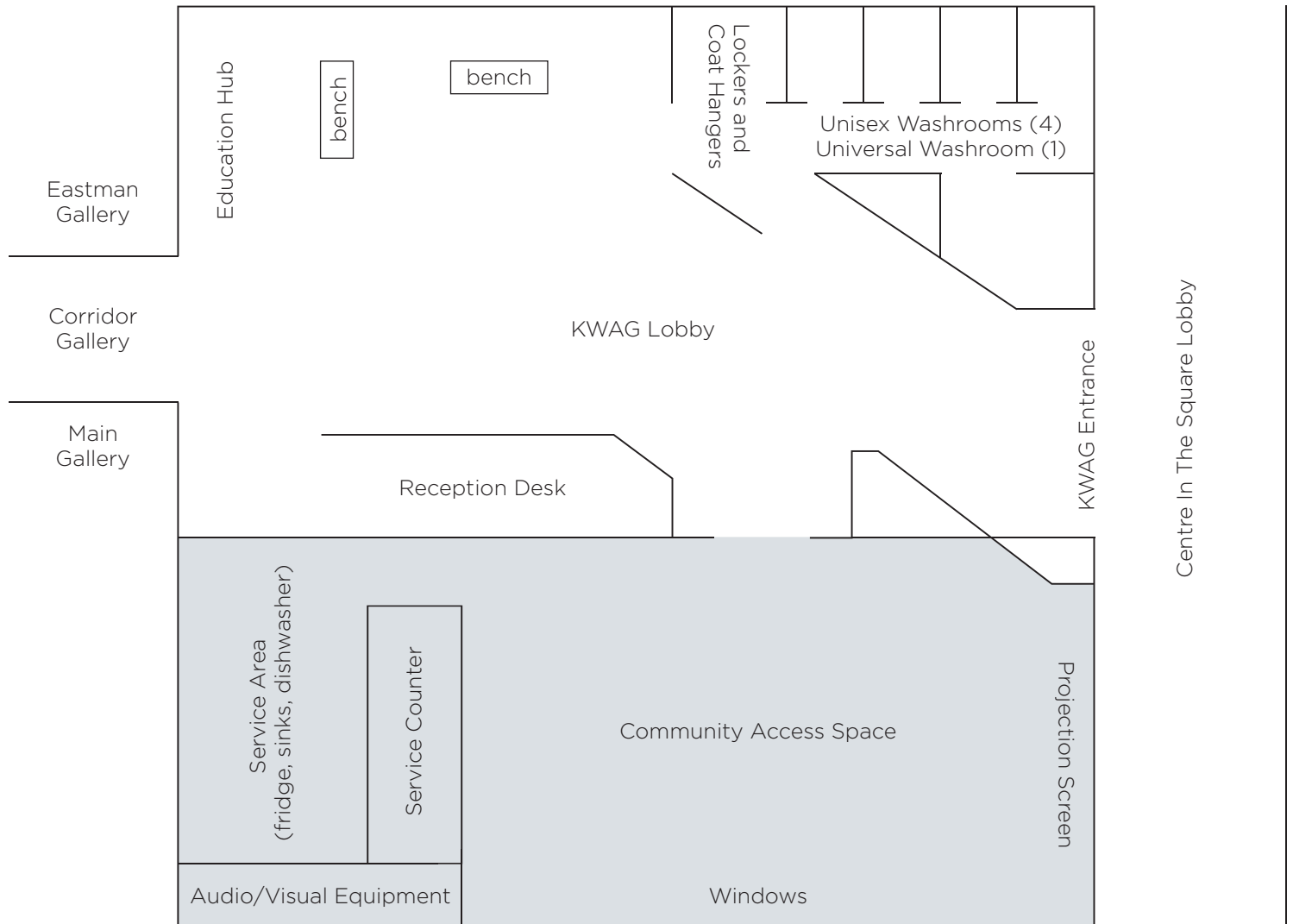
## ROOM CONFIGURATION Room dimensions are approximately 20' x 32'

### Room capacities

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

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

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



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## EQUIPMENT Included in Rental Fees

### Projector Screen

Yes  No

### Receiver/Speaker System

Yes  No

### Coat Racks

Yes  No

### Portable Microphone

Yes  No

### Wireless Microphone

Yes  No

### Podium

Yes  No

Event Rental \$

Private Gallery Tour \$

Coffee/Tea Service \$

Extra Staffing Total \$

Bar Service Total \$

Tablecloths \$

**Subtotal** \$

**Taxes** \$

**Total Rental Cost** \$

## Terms of Payment

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

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

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

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

*Additional costs invoiced within one week following the event*

- **Payment Method**

Cash  Cheque  Debit  Credit

*Attach any relevant proof of payment/receipts*