

# 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

Inquiry date \_\_\_\_\_ Event date \_\_\_\_\_

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

Event Hours \_\_\_\_\_ Estimated # of guests \_\_\_\_\_

*Contact information for event organizer:*

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

Address \_\_\_\_\_

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

Set-up time \_\_\_\_\_ Take-down time \_\_\_\_\_ Premises vacated by \_\_\_\_\_

## EQUIPMENT

### Projector Screen

Yes  No

### Receiver/Speaker System

Yes  No

### Coat Racks

Yes  No

### Portable Microphone

Yes  No

### Wireless Microphone

Yes  No

### Podium

Yes  No

### Other/additional equipment details

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## HOSPITALITY REQUIREMENTS

*Contact Information for Caterer (if applicable):*

Name \_\_\_\_\_

Address \_\_\_\_\_

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

**Alcohol served**

Yes  No

**Bartender—hours required**

**Coffee/Tea served**

Yes  No

**Additional beverages served**

Yes  No

**Additional hospitality details**

**Set-up notes**

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## ROOM CONFIGURATION

Room dimensions are approximately 20' x 32'

Circular Tables (6 avail.)  
(54"/137cm diameter)

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Bistro Tables (5 avail.)  
(42"/107cm height)

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Rectangular Tables (12 avail.)  
(6' x 31"/183cm x 79cm)

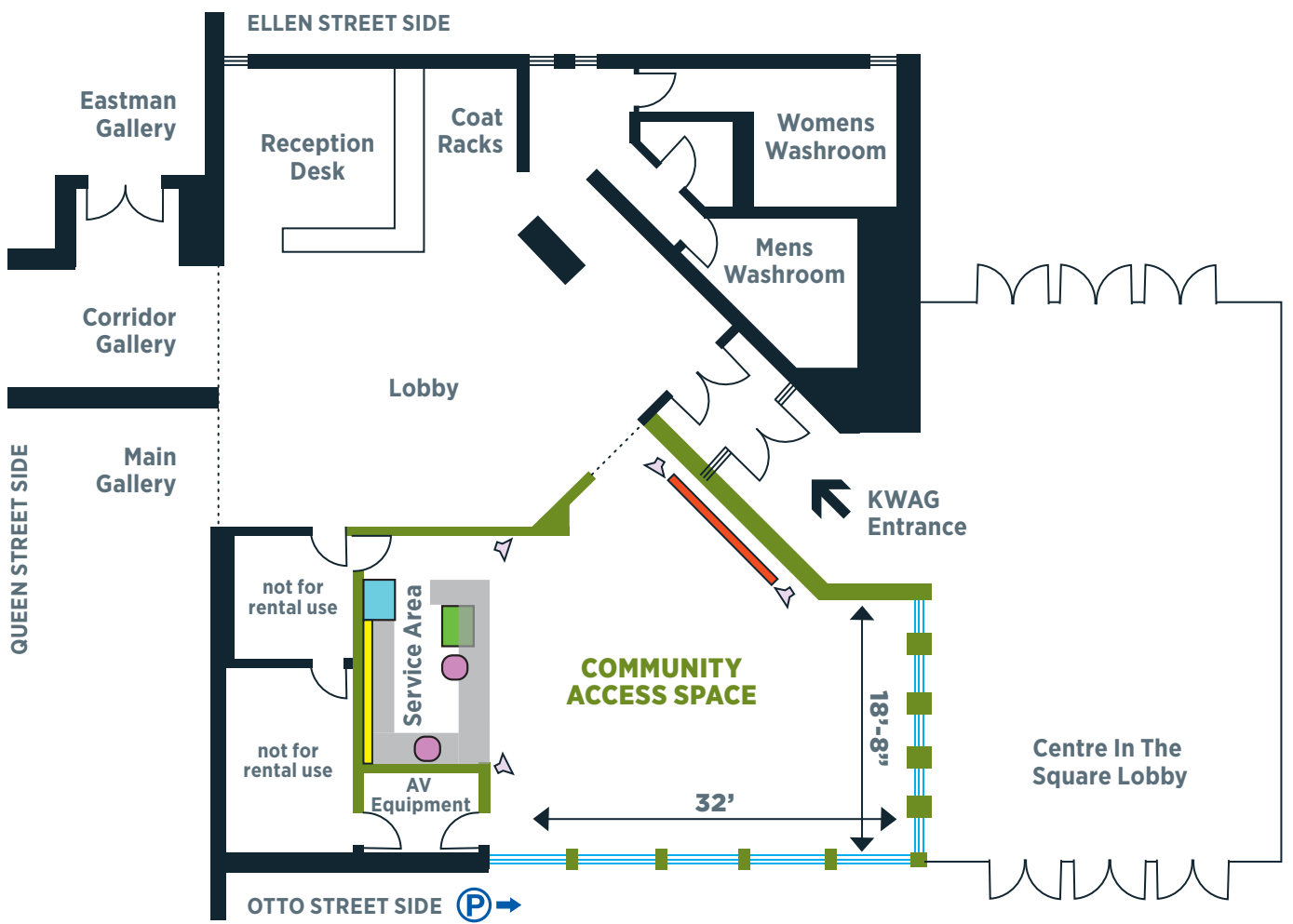
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Chairs (60 avail.)

#

### Room capacities

- Seated, lecture style: 50
- Standing reception: 60
- Seated, round tables: 40
- Standing, in conjunction with the Gallery's lobby spaces: 120



Cabinets	Sink	Dishwasher	Sound System	Rectangular table	Circular table	Bistro table
Refrigeration	Counter	Projection Screen	Windows			

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## RATES

**HALF DAY RENTAL** (4 hours) .....\$200 + HST

**FULL DAY RENTAL** (8 hours) .....\$400 + HST

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

**Coffee/Tea service** .....\$15/pot (serves approximately 12)

*Includes regular and/or decaf coffee, tea, cream/milk, sugar, cups and stir sticks.*

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

*If your event is scheduled outside of regular gallery hours, or if you require a bartender.*

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

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

**TOTAL**

## 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*

