

# 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

<input type="checkbox"/> HALF DAY RENTAL (4 hours)	\$200 + HST
<input type="checkbox"/> FULL DAY RENTAL (8 hours)	\$400 + HST
<input type="checkbox"/> HALF DAY CAS and LOBBY RENTAL (4 hours)*	\$500 + HST

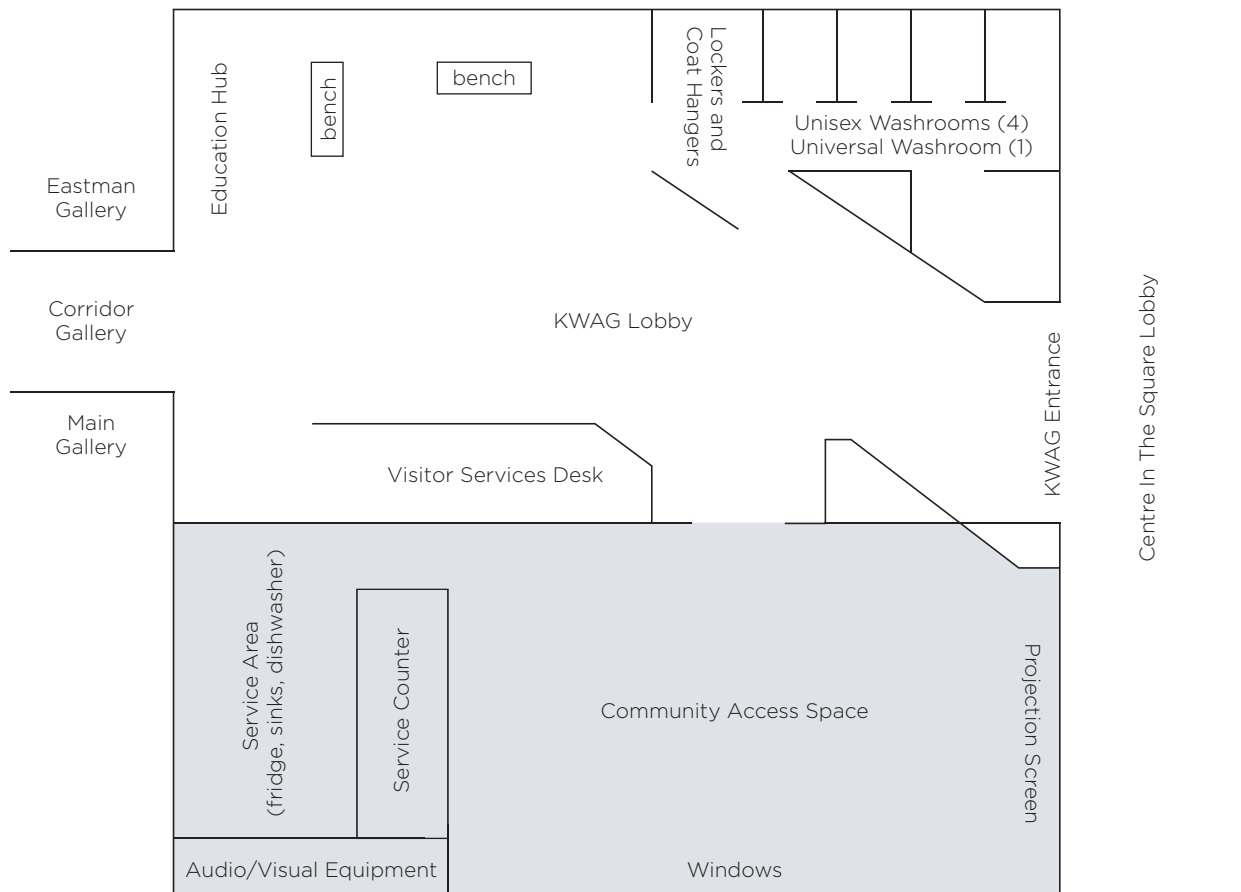
*\*Lobby rental must happen outside regular Gallery hours, subject to availability.  
Hours include set-up and take-down time. Not-for-profit organizations receive a 20% discount.*

## ROOM CONFIGURATION

 Room dimensions are approximately 20' x 32'

### Room capacities

- Seated, lecture style: 60
- Seated, round tables: 30
- Standing reception: 60
- 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)

<b>Projector Screen</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<b>Portable Microphone</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Wireless Microphone</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<b>Podium</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Receiver/Speaker System</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<b>Coat Racks</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No

### Available services upon request

**Linen** #

*Black tablecloths can be rented at \$4/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 per 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) + \$7/drink (invoiced to organizer after the event)
- Ticketed bar:** Bartender fee (\$75 + HST) + requested # of drink tickets priced at \$7/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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## Community Access Space RENTAL PACKAGE

Room Rental	\$ <input type="text"/>	Private Gallery Tour	\$ <input type="text"/>
Coffee/Tea Service	\$ <input type="text"/>	Extra Staffing Total	\$ <input type="text"/>
Bar Service Total	\$ <input type="text"/>	Linen Service	\$ <input type="text"/>
<b>Subtotal</b>	\$ <input type="text"/>	<b>Taxes</b>	\$ <input type="text"/>
		<b>Total Rental Cost</b>	\$ <input type="text"/>
		<b>Deposit Due (50% of the total fee)</b>	\$ <input type="text"/>

*Office Use*

## Terms of Payment

- **Deposit Amount** (50% of 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