

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 6 HOURS: \$300 + HST
- FULL DAY RENTAL** 8 HOURS: \$400 + HST
- HALF DAY CAS and LOBBY RENTAL*** 4 HOURS: \$500 + HST 6 HOURS: \$600 + HST

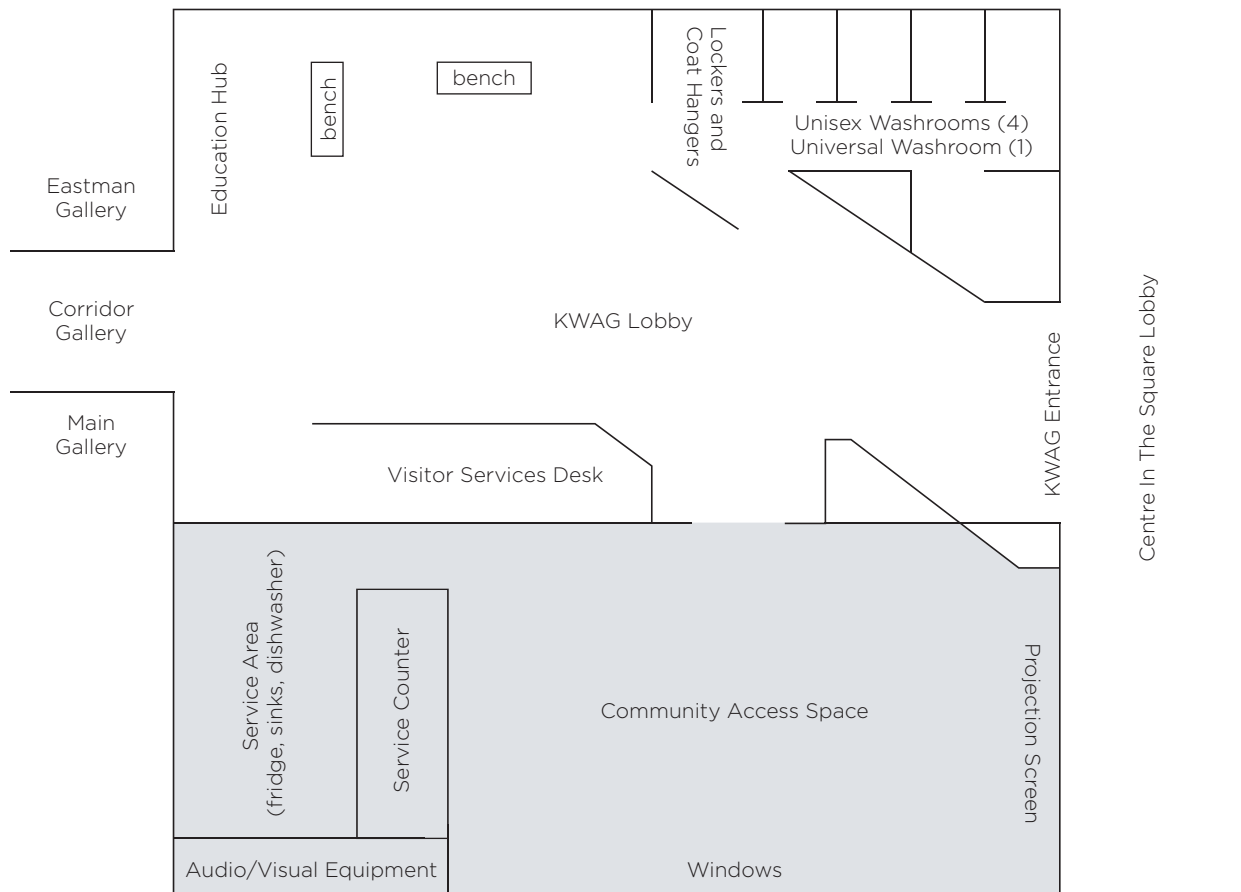
**Lobby rental must happen outside regular Gallery hours, subject to availability.
Hours include set-up and take-down time. Not-for-profit organizations receive a 20% discount.*

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)

Projector Screen	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Portable Microphone	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Wireless Microphone	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Podium	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Receiver/Speaker System	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Coat Racks	<input type="checkbox"/> Yes	<input type="checkbox"/> 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 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 for a minimal of 3 hours*

- 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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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"/>
Subtotal	\$ <input type="text"/>	Taxes	\$ <input type="text"/>
		Total Rental Cost	\$ <input type="text"/>
		Deposit Due (50% of the total fee)	\$ <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