

Arts Centre Hastings



Arts Centre Hastings
230 Durham Street, South
Madoc, Ontario
K0K 2K0

www.artscentrehastings.ca

613-473-4030

About the Facility:

The Arts Centre Hastings building is located in the beautiful Village of Madoc, and is the midway point between Toronto and Ottawa. Arts Centre Hastings is not your typical building, it was built in partnership with Fleming College's Sustainable Building Program, and reflects the communities green values.

Arts Centre Hastings is an ideal venue for performances, exhibitions or special events that will be remembered. The exterior is surrounded by a beautiful multi-purpose park that offers something for everyone. Please feel free to experience the building by arranging a tour before you book your event. Or go to www.centrehastingspark.com for a virtual tour.

Seating:

Indoor - Comfortably seats 80 people.

Outdoor - 350 outdoors.

Rental Rates:

Not-for-profit:

(Includes tables, chairs, screen, projector, high speed internet)

- Hourly rentals - \$12.50/hour. (Non-profit groups receive a 50% discount on rentals)
 - Maximum daily rental of \$75.
-

Corporate rentals:

(Includes tables, chairs, screen, projector, high speed internet)

- Hourly rentals - \$25/hour
 - Maximum daily rental of \$150.
-

Sound Equipment Rentals:

- Sound equipment rental - \$100 with an additional \$150. Deposit fee.

If equipment is not left the way it was found, the borrower will lose their deposit.

- Please call 613.473.4030 for equipment specifications.

Partnership Opportunities:

Part of the Arts Centre Hastings committee's mandate is to maintain a fiscally viable arts centre while supporting affordable access to the arts for the community.

The Arts Centre Hastings committee manages, hosts, and promotes community events at the venue and partners with performers, musicians and artists to bring a wide range of programming to the community of Centre Hastings.

Persons wishing to utilize Arts Centre Hastings for a community arts event are urged to submit a proposal to the committee as a first-step. Please contact: Jim Smith, Arts Centre Hastings Chair, email: rocklit.smith@gmail.com

Food & beverage policy:

The Arts Centre offers an optional in-house beverage service. We ask that all orders are made within 48 hours of the rental date.

Beverage Selections:

- Coffee: Freshly ground, well-balanced blend - \$12 urn, 12cups
100 cup coffee urn - \$75 urn
- Assorted Teas: \$1/cup
- Bottled water 500ml: \$1.00/bottle

**Non -profit rentals receive a multiple urn discount:*

1-2 urns \$12.00/urn

3-4 urns \$9.00/urn

5-6 urns \$8.00/urn

100 cup coffee \$60/urn

Suggested Caterers:

The Centre Hastings Arts Centre has a flexible catering policy, and you may choose whomever you would like to cater your event; however, all food brought into the building must be prepared by a licensed catering company.

As a suggestion here are some nearby caterers that are frequently used:

The Dough Box

Nancy Moorcroft
Soups, sandwiches, homemade breads
613-4733-9004

Sunset Restaurant & Catering

Specializing in good, home cooking, breakfast buffets, and homemade soup & sandwiches.

231 Durham St. South
Call us for any occasion: 613.473.0765

CJ's Catering

Chris Ellis
613.473.2601

Food for all Occasions

Tabatha Leonard & Karin Carr
We offer free delivery to Madoc & surrounding areas.
613-473-2342
tab10@sympatico.ca

Terms & Conditions:

The Municipality of Centre Hastings is the Facility manager for Arts Centre Hastings and is referred to as the RENTOR in this document. The Organization or Individual renting the facilities is referred to as the RENTEE in this document.

If you have further question or for more information please contact:

Sarah Bowles, Parks, Recreation & Culture Coordinator for the Municipality of Centre Hastings at: 613.473.4030.

E-mail: sbowles@centrehastings.com

Fax: 613.473.5444

- 1. Billing:** Complete billing information, including mailing address, contact name, telephone number, and catering company used at the rental must be provided by the RENTEE to the RENTOR at the booking of rental. The RENTEE and the RENTOR will agree upon a facility rental cost prior to the date of rental. Additional fees that may occur will be invoiced separately after the date of the rental.
- 2. No over night rentals.**
- 3. Displays, exhibits, and decorations:** All displays, exhibits, and decorations must be free standing without attachments to walls, ceilings, or floors. Confetti and/or rice are not permitted on the Centre Hastings Park property, inside or outside.
- 4. Parking:** Parking in the Park is by a first come first serve bases; however, additional parking is available behind the Arts Centre. (Located on Seymour Street)
- 5. Smoking:** The Park is Tobacco Free. People may smoke in the parking lot. The RENTEE will communicate the tobacco free policy to all attendees during their rental.
- 6. Cancellation by Rentor:** The RENTOR may cancel event with the minimum of six weeks advance notice.
- 7. Cancellation by Rentee:** The RENTEE must, by notice cancel the booking under this Agreement within (24 hours OR 7 days), subject to re-payment of any monies expended on their behalf.
- 8. Clean-up:** Clean-up costs beyond normal maintenance will be charged to the RENTEE. Clean-up must be done within the hours specified on the booking form for "Start Time" and "End Time", not in addition to these hours. If clean-up goes beyond agreed time or is unacceptable, and the facility is not returned to the condition prior to the rental, a fee of \$15/hour will be added to the invoice of the RENTEE. All events will end by 1:00am, including clean-up.
- 9. Rooms must be Vacated by the Arranged Times and Left in Good Order:**
If the RENTEE rearranges the equipment or furnishings on the premises, the RENTOR may levy a fee, that is payable by the RENTEE to reset the arrangement.

In addition, if equipment is not left the way it was found, the RENTEE will lose their deposit.

- 10. Damage to Rental Rooms, Facilities, Grounds or Equipment:** The RENTEE agrees to take full responsibility for and assume liability for the cost of repairing any damage to the Premises that occurs during the period of the RENTEE'S occupancy or use of the premises and for the replacement/repair cost of equipment, furnishings, or fixtures that are broken, lost or stolen. The RENTEE agrees not to affix anything to the walls, floors, or ceilings with nails, staples, tape or any other material that may cause damage.
- 11. Copyright, Trademarks, Licenses and Royalties:** The RENTEE agrees that it is solely responsible for obtaining all licenses with regard to the use on the premises of copyrighted music, dramatic or other works, and that the RENTEE shall immediately pay when due any and all royalties, fees and costs arising from the RENTREE use of such works and from the RENTEE'S use on the premises of any patented, trademarked or franchised articles, devices, or processes.
The RENTEE agrees to indemnify, defend, save and hold harmless, the Municipality of Centre Hastings (MCH), the members of MCH committees, and MCH employees from any and all claims, demands, actions, and suits that may arise from the RENTEE'S use of any of the above described works, materials, articles, devices or processes.
- 12. Compliance with MCH Policies and the Law:** The RENTEE agrees to comply and conform to the requirements of every applicable statute, regulation, ordinance or by-law, whether federal, provincial or municipal including all fire regulations that are applicable to the RENTEE'S use of the premises.
- 13. Public Safety:** The RENTEE agrees to conduct their activities with full regard to public safety.
- 14. Loss or Damage to Rentee or Others:** The RENTEE agrees that neither Municipality of Centre Hastings (MCH) or any of the members of MCH committees or MCH employees is liable for any loss, damage, or bodily injury of whatsoever nature and howsoever caused that may be suffered by the RENTEE, the RENTEE'S successors, assigns or personal representatives, or any person who is in attendance on the premises under this Agreement or who uses any equipment supplied by MCH under this Agreement.
- 15. Use at RENTEE'S Own Risk:** The Space and any of the RENTOR'S property or facilities are used at the RENTEE'S own risk. Without limiting the foregoing, the RENTOR is not responsible for any damage or loss of personal effects or equipment, nor injury to the RENTEE, its agents, employees or invitees.
- 16. Payment:** Payment for rental is due from the RENTEE within thirty (30) days of the rental date, payable to the RENTOR, Municipality of Centre Hastings via certified cheque, cash, or money order.

**Municipality of Centre Hastings
7 Furnace St. Box 900
Madoc, Ontario
K0K 2K0**

Waiver - The Municipality of Centre Hastings, its volunteers and staff members shall not be held responsible for any liability or injuries incurred during the rental period.

Please indicate acceptance of these terms and conditions by signing below.

AGREED and ACKNOWLEDGED by the RENTEE this ___ day of _____, 20__.

Rentee's Signature

Rentee's Name (*printed*) _____

Event: _____

Start Time: _____ End Time: _____

Mailing Address: _____

Phone Number: _____

Catering Company used for event: _____

RENTOR, Municipality of Centre Hastings Authorization:

Signature: _____ Date: _____

Rental Date: _____

Payment: _____