



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

**Rental Agreement** between \_\_\_\_\_ (instructor/renter) and Sooke Arts Council (SAC) for Studio rental.

**Terms of Use:** By signing this rental agreement, Renter(s) agree to the following:

**Full Day rate** (10am to 4pm) – members: \$50.00 Non-members: \$70 (includes membership)

**Half Day/Evening** (1-4pm OR 6-9pm) - members: \$25.00. Non-members: \$45 (includes membership)

A 50% retainer is required to hold the space. The retainer will be applied to final bill and balance will be due on or one day before the date of your rental. The date and space are not reserved until the retainer (or full amount) and signed rental agreement are submitted to and received by the representative for the Sooke Arts Council.

**We require 21 days notice for cancellations.** The retainer is refundable IF we are given notice 21 days or more in advance. After that the retainer is non-refundable. If you paid in full, then 50% of the amount will be refunded. If notice is given well in advance of the 21 days you will receive a full refund.

There is absolutely NO SMOKING or ALCOHOL in the building. Smoking is allowed outside the building. Renter is responsible for clean up of smoking-related debris (ashes, cigarettes, etc) outside before leaving.

#### **ARRIVE AND LEAVE ON TIME**

- The lease shall start and end as set forth in this Agreement; set-up and clean-up time must take place during hours set forth in this Agreement.

#### **BE RESPECTFUL OF THE SPACE**

- Be present at all times during the rental
- Keep the event or session contained within the Studio.
- Maintain adult supervision of minors at all times
- Clean up trash or other items on premises prior to leaving

#### **SPACE & EQUIPMENT SUPPLIED:**

SAC agrees to provide the space in good working order but makes no special guarantees as to said space's functionality or suitability to Renter's purposes. The Renter is entitled to use the Studio space and any furniture such as tables and chairs at the time of rental. SAC is not liable for acts out of its control such as power outages, weather, emergencies, or Acts of God. Renter agrees to return the space in the condition it was provided and to immediately notify SAC of any damage, failure, or change in equipment provided.

#### **DAMAGE TO EQUIPMENT, FURNITURE, OR Studio:**

Renter agrees to pay for any repair or replacement costs of equipment, furniture, or other items that Renter damages within 3 business days. In the event that Renter's clients, or any

and all Renter's visitors damage any equipment or items in the space, Renter agrees to pay for any repairs or replacements necessary within 3 business days. **Renter agrees to leave the Studio in the condition it was found**, or a \$100 cleaning fee will be assessed and invoiced.

The Renter agrees that the SAC holds no liability for any damage or injury caused by use of rental items to Renter or any third party. The Renter assumes all risk of personal property damage or personal injury. If any accident involving SAC's rental items has occurred while it is in the Renter's possession, Renter shall make SAC aware by written statement of details of occurrence of event including police report and names and addresses of witnesses, if applicable.

**LIABILITY:**

Sooke Arts Council will not be held liable for any injuries or accidents to the Renter, Renter's employees, Renter's clients, or any and all Renter's visitors that occur within or outside the Studio premises.

**Use of the Studio requires the following in advance:**

- Signed Studio Rental Agreement
- Payment of Deposit

For workshop instructors: SAC will post the information and registration contact information on our website. The instructor is required to handle all registrations and payments for their class.

Returned checks will incur additional charges including but not exceeding all bank fees plus \$25 processing fee.

**Cancellation requests must be made via email to [arts@sookearts.com](mailto:arts@sookearts.com)** and will be responded to promptly by a representative of Sooke Arts Council. Please do not call the gallery.

I have read all of the above and fully understand and agree to strictly adhere to each section.

Renter's Name \_\_\_\_\_ email: \_\_\_\_\_

**Dates of Rental (per class)** (as discussed with SAC rep) – please indicate **F** for full day or **H** for half day or evening.

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Renter Signature \_\_\_\_\_

SAC rep Name & Signature \_\_\_\_\_