



FACILITY RENTAL GUIDE

Rodman Hall Art Centre/Brock University



Rodman Hall Gallery Hours: Mon: **Closed** | Tues-Fri: **10 am - 5 pm** Sat-Sun: **12 pm - 5 pm**
Rodman Hall Admin Hours: Mon - Fri: **9 am - 5 pm**

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BOOKING PROCESS

If you are considering Rodman Hall Art Centre as a venue for your event, please complete the following steps to determine if this is a suitable site for you prior to contacting our Administrative Assistant:

- 1 Review the information package that is available from the front desk and online at www.brocku.ca/rodman-hall/facility-rental.
- 2 Take the time to consider our Conditions of Use and Fee Schedule.
- 3 Come to Rodman Hall Art Centre anytime during regular hours to look around the building and determine if our facility will suit your needs. You do not require an appointment to look around the facility, and only need to tell the gallery staff that you are a potential renter.

Refusal

- **Rodman Hall Art Centre/Brock University reserves the right to refuse a booking.**

Once you've determined that Rodman Hall Art Centre is a suitable venue for your event:

- Contact our Administrative Assistant Lauren Regier by email at **lregier@brocku.ca**, or by phone **905-688-5550 ext 5802** at least six weeks prior to your event. Please have ready the time, date, type of event and the number of people you anticipate attending. You will receive a reply back letting you know if we can accommodate your request. Please note that availability is based first and foremost on Rodman Hall Art Centre's own regularly scheduled exhibitions, public programs and events.
- If we are able to accommodate your request, a contract will be emailed, or mailed to you.
- When we receive the signed contract back, along with the **non-refundable** initial payment (50% of rental fee), the date will be booked. Please note that we will not reserve the date until all proper documents and payments have been received.
- Two weeks prior to your event, Administrative Assistant Lauren Regier will contact you to confirm attendance and set-up details.
- Final payment is due by 5 pm the day prior to your event. Please note that the deposit and final payment must be made by cash, cheque, debit or credit card; no post-dated cheques will be accepted for payment of an event.

CONDITIONS OF USE

Terms and Conditions

- The individual/organization undertakes not to publish or display, or cause or permit the publication or display of any notice, poster, sign, symbol, emblem or other similar representation which promotes hatred or discrimination against, or exposes to contempt, any person or group of persons because of colour, race, ancestry, place of origin, ethnic origin, citizenship, creed, sex, age, marital status, family status, handicap or sexual orientation. The contravention of this condition will result in the denial of the use of University facilities to the offending individual/organization for an indefinite period.
- When Promoting or advertising your event, you may not convey that the event is a Rodman Hall Art Centre/Brock University event. Rodman Hall Art Centre's name should be used strictly for location purposes only.

- From time to time, changes to the exhibition programming may conflict or interfere with the event rental spaces. Rodman Hall Art Centre will provide notice as soon as possible if this occurs. Depending on the timing and nature of the changes renters should be aware of the potential loss of rental deposit and/or other fees.

Liability and Insurance

- Rodman Hall Art Centre/Brock University agrees to provide the Client with the Facilities and Services as described in this document unless prevented from causes beyond its control including without limitation, acts of God or orders of Government authorities, or by fire, explosion, necessary and essential construction, excessively inclement weather or strike but if, and when, the occurrence or condition which prevented such performance shall cease and be removed, it shall be the obligation of Rodman Hall Art Centre/Brock University to resume its performance. Rodman Hall Art Centre/Brock University will not be responsible for any costs incurred by the Client in the event of non-performance pursuant to this Agreement.
- **Loss or Damage-** Rodman Hall Art Centre/Brock University shall not be held responsible for personal injury, loss of or damage to, property of members or organizations arising out of use by them or third party services that are not supplied by the University. Rodman Hall Art Centre/Brock University cannot be responsible for the safekeeping of equipment, displays, supplies, written materials or other valuable items left in meeting and event spaces. The conference/group organizer will be responsible for reimbursing Rodman Hall Art Centre/Brock University for any damages done to any part of Rodman Hall Art Centre/Brock University, premises or equipment which is caused by any person attending or associated with the conference/event.
- **Force Majeure-** In the event that either party is prevented by a force beyond their control to fulfill their contractual duties (by reasons stated below), this agreement may be terminated without liability for any one or more such reasons by written notice from one party to the other.
- Under the following circumstances will a Force Majeure be exercised including but not limited to: Acts of God such as earthquakes, hurricanes, floods, etc., orders of Government authorities, acts of terrorism, necessary and essential construction, excessively inclement weather, labour disputes such as strikes or lockouts or other emergencies making it illegal or impossible to provide the proper services and facilities or to hold the event.

- The information stated in this agreement is Rodman Hall Art Centre/Brock University's understanding of your requirements at the time of booking. Please sign below on behalf of your organization indicating acceptance of the outlined arrangements and estimated expenses.

- Brock University staff, faculty, students and volunteers are insured while attending an event or meeting at Rodman Hall Art Centre if they are conducting Brock University business. Anyone attending a private event/meeting is not covered under Brock University's liability insurance. Host liability event insurance can be purchased through any insurance broker.

Food & Beverage Services

- All food services must be provided by a certified caterer and must be prepared off-site. No food preparation is permitted on site. Caterer must be approved by Rodman Hall Art Centre. Depending on the requirements of your event, you may wish to contact Brock Dining Services directly at 905-688-5550 ext. 4516 or at catering@brocku.ca.

- Arrangements can be made for the provision of liquor services for on-campus events. Depending on the requirements of your event, you may wish to contact Conference Services: Damon Currie, Hospitality Services Coordinator, dcurrie2@brocku.ca or 905-688-5550 ext. 5244. Liquor Services will need to be requested 10 days in advance of your event.

Public Relations and Promotion of Event

- You are required to use the correct name of **Rodman Hall Art Centre/Brock University** as well as the correct room/space name on any and all advertising, invitations, tickets, and other printed materials for your event. If you need clarification about this please contact Administrative Assistant Lauren Regier at **lregier@brocku.ca, 905-688-5550 ext 5802.**

- All publicity materials must be submitted to Rodman Hall Art Centre for approval prior to public posting. Please note: you should submit your materials to Rodman Hall Art Centre for approval before producing mass quantities.

- Approval for submission may take 1 to 2 weeks and can be subjected to longer periods depending on scheduled programming. Please indicate if publicity materials are to be used upon booking to ensure approval in time for your event.

- Rodman Hall Art Centre reserves the right to withhold approval for publicity materials.

- Rodman Hall Art Centre can not sell tickets for external events.

- Signage may be used at an event by the event organizer but may not be affixed to any painted or glass surfaces. If signage is found on such services potential cleaning charges may apply.

Prohibited Areas for Posting

- On the exterior surfaces of any University buildings or on lamp posts, garbage cans, trees, etc. On any window or door. On any painted, wood, or wall covering surface inside the building. On any glass surface or framework. Inside rest rooms with the exception of out of order signs. On any light fixture. Inside classrooms. On vehicles parked on University property. On or in permanent or temporary art galleries. Inside the Library. In stairwells or on railings. On fire or emergency equipment.

Decorations

- NOT PERMITTED: Candles; hanging of decorations from the ceiling; attaching decorations to the windows or walls; Glitter and confetti; tape; thumbtacks
- PERMITTED: Stand alone decorations subject to the approval of Rodman Hall Art Centre.

Set-up

- Set up fees may be incurred when changes to a room or space are required that alter the original configuration of that room/space. These may include, but are not be limited to, additional furnishings, removal of furnishings and resetting of spaces. Set-up fees are \$20/hr with a minimum of one hour. **Set-up requirements for the room is required 10 days prior to your event.**
- Rodman Hall Art Centre will not be able to provide you with any tools or supplies (garbage bags, cleaning materials, tape, bottle openers, ice, etc.), unless otherwise arranged in advance of the event. Please ensure you bring everything you may need.

Internet

- Wireless internet is available in all areas using a Brock University Log-in account. Guest Wi-Fi is available for public use.

Clean-up

- The renter is responsible for clean-up according to the following checklist. Clean-up is to be completed immediately after the event, unless otherwise arranged in advance of the event. Failure to comply to this checklist will result in the additional charge of **\$75/hour**.

Parking

- Free parking is available on site. Approximately 65 vehicles including handicap parking spaces.

Clean-up checklist:

- All food and beverages removed from the building
- All garbage placed in the garbage cans located within the event rental space
- Wipe chairs (when required) and stack
- Wipe, fold and stack tables
- All decorations removed from the building
- Any large debris on the floors should be picked up

Exhibition Areas

- Exhibition areas are not available for staging your event.
- Dependent on staff availability and the size of event, Rodman Hall Art Centre will make the final decision on whether the exhibition areas will be open or closed.
- Food and beverages are not allowed, under any circumstances, in the exhibition areas.
- Exhibitions including an Audio/Visual element will **NOT** be turned off if your event is during gallery hours.

Equipment/Replacement

- Audio Visual equipment can be rented from Rodman Hall Art Centre. A/V equipment rentals and services must be arranged 10 business days prior to the conference/event to ensure availability. Clients may supply their own equipment; however Rodman Hall Art Centre does not take any responsibility for the working condition of equipment supplied.
- Lost or damaged equipment belonging to Rodman Hall Art Centre, or any damages sustained to the facility, will be invoiced to you at full replacement cost. Any repairs to the facility and/or replacement of equipment, along with contracting for repairs and/or replacements, shall be at the sole discretion of Rodman Hall Art Centre.

Personal Property

- Rodman Hall Art Centre is not responsible for lost or missing items of personal property.

Please note a \$25 fee will be applied if you are not out of the gallery by your stated end time. An additional \$25 will be applied for every additional hour you are in the gallery. Please budget your time accordingly to accommodate enough time for clean-up.

FEE SCHEDULE (2019 rates)

EVENTS AND MEETINGS

RENTAL SPACE	DIMENSIONS	CAPACITY	PRICE
Studio Gallery	1050 square feet	60 - 150 (depending on seating arrangement)	\$200 Half-day \$300 Full-day \$250 Full-day Weekend
Board Room	444 square feet	5 - 15	\$100 Half-day \$175 Full-day \$200 Full-day Weekend
Back Gardens	7920 square feet (including patio)	60 - 200 (depending on seating arrangement)	\$300 Half-day \$450 Full-day \$500 Full-day Weekend
Art Education Room	372 square feet	5 - 20 (depending on seating arrangement)	\$150 Half-day \$200 Full-day \$250 Full-day Weekend
Flex Space	382 square feet	20 - 40 (depending on seating arrangement)	\$185 Half-day \$350 Full-day \$200 Full-day Weekend

WEDDINGS

RENTAL SPACE	DIMENSIONS	CAPACITY	PRICE
Ceremony Only <small>(Back Gardens or Studio Gallery, additional rooms at 15% off)</small>	See Above	60 - 200 (depending on seating arrangement)	\$500 (5 hours)
Ceremony and Reception <small>(Back Gardens or Studio Gallery)</small>	See Above	60 - 200 (depending on seating arrangement)	\$900 - \$1,250 (event to end by 11 pm)
Reception Only <small>(Back Gardens or Studio Gallery)</small>	See Above	60 - 200 (depending on seating arrangement)	\$700 (event to end by 11 pm)

Extras

- All rental rates are subject to HST.
- Events extending past 5 pm will also be charged security fees: \$30 per hour.
- Digital projector rental: \$25
- Laptop rental: \$10
- Exhibition Tours: price dependent on size of event.

(Half-day is 9 am to 1 pm or 1 pm to 5 pm. Any event that spans both time frames will be considered a full-day)

RENTAL CONTRACT

Renter Information

NAME: _____ COMPANY: _____

MAILING ADDRESS: _____

PHONE: _____ FAX: _____

EMAIL: _____

BILLING ADDRESS: _____
(If different Than Above)

Event Information

DATE: _____

RENTAL SPACE:	STUDIO GALLERY	BOARDROOM	BACK GARDENS
	ART ED ROOM	FLEX SPACE	
STYLE:	RECEPTION	MEETING	RETREAT
	WEDDING	CEREMONY	OTHER

TIME: Set-up may take place the morning of or day before an event if the space is available.
Rodman Hall Art Centre does not allow events to go past 11 pm.

SET-UP TIME: _____

START TIME: _____

END TIME: _____

Please note that a \$25 fee will be applied if you are not out of the gallery by your stated end time. An additional \$25 will be applied for every additional hour you are in the gallery. Please budget your time accordingly to accommodate enough time for clean-up.

ANTICIPATED ATTENDANCE: _____ ALCOHOL: YES NO

CATERER: _____ ENTERTAINMENT: _____

Additional Services and Equipment

Please check all that apply

ACCESS TO EXHIBITION AREAS

Rodman Hall Art Centre will make the final decision on whether the exhibition areas will be open or closed. Dependant on staff availability and size of event.

EXHIBITION TOURS

If your group is interested in receiving tours of the exhibitions our Admin will contact you to discuss various options and costs.

TABLES: Included in rental fee, based on availability

Inventory: 9 round tables (120" round), 12 rectangle tables (6 foot).

CHAIRS: Included in rental fee, based on availability

Inventory: 150 chairs. Chairs are available for interior use only. You must rent chairs if your event is exterior.

DIGITAL PROJECTOR: \$25 rental fee, based on availability

LAPTOP: \$10 rental fee, based on availability

SOUND SYSTEM: Included in rental fee, based on availability.

For interior use only. Please include details of your sound system requirements:

MICROPHONE: Included in rental fee, based on availability

For interior use only. You must rent mics if your event is exterior.

PODIUM: Included in rental fee, based on availability

For Rodman Hall Art Centre use only

RENTAL FEE: \$

ADDITIONAL FEES: \$

SUBTOTAL: \$

HST 13%: \$

TOTAL: \$

NON-REFUNDABLE DEPOSIT: \$

50 % of total

TOTAL REMAINING: \$

Due 5 pm the day prior to your event

For Renter

I have reviewed the Conditions of Use and acknowledge and accept all of the conditions and requirements

PAYMENT

I am aware that the non-refundable deposit needs to be paid before the event is booked. The deposit is attached to this contract.

I am aware that the balance of the payment is due by 5 pm the day prior to my event, and that interest will be accrued to all balances not paid in full prior to event. Rodman Hall Art Centre/Brock University reserves the right to revoke and cancel the rental agreement should payment not be received in full within the terms set out in this agreement.

I am aware that the deposit and final payment must be made by cash, cheque, debit, or credit card and that no post-dated cheques will be accepted for payment of an event.

DAMAGES

I am aware that replacement of lost or damaged equipment belonging to Rodman Hall Art Centre, or any damage sustained to the facility, will be invoiced to me at full replacement cost, and therefore agree to pay in full should an invoice be received.

By signing this contract, the Renter acknowledges and accepts all the conditions and requirements specified in the Contract and attached Conditions of Use; confirms that the information given above is accurate and complete; and agrees to report any changes to that information to Administrative Assistant Lauren Regier at Rodman Hall Art Centre immediately. If this contract is being submitted electronically, the Renter acknowledges that the contract is binding, even without an original signature.

Renter (print)

Renter (sign)

Date

On behalf of Rodman Hall
Art Centre/Brock University
(print)

On behalf of Rodman Hall
Art Centre/Brock University
(sign)

Date

STYLES AND SEATING

Studio Gallery

