

APPLICATION FOR RENTAL OF THE CENTRAL CARIBOO ARTS CENTRE

Prior booking, at least one week in advance, is required for all general use spaces (subject to availability).

Event Name	
Room required	<input type="checkbox"/> Graham Kelsey Room (GK) <input type="checkbox"/> Open Studio (OS)
Expected number of participants	
Event Type (for fee purposes — select one): ARTS EVENT DEFINITION <i>An arts event is an event focused on creative artistic activity, the goods and services produced by it, or the planning required to allow it to come to fruition.</i>	<input type="checkbox"/> Recognized Non-Profit — Arts/Culture Event <i>(no admission charged; no sales generated)</i> <input type="checkbox"/> Recognized Non-Profit — Arts/Culture Event <i>(admission charged and/or sales generated)</i> <input type="checkbox"/> Commercial or Private Arts/Culture Event <input type="checkbox"/> Non-Arts/Culture Event or Booking
Application made by (name)	
Name / Organization to be Billed	
Application for (group/organization)	
Mailing address	
Telephone (main)	
Email address	
Responsible on-site/clean up (name)	
Alcohol / Liquor (if applicable)	Will alcohol be served at this event? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes: The renter must obtain all required permits and approvals (including a Special Event Permit) and ensure a Serving It Right / Special Event Server-certified server is present. Proof must be submitted prior to the event.

DATES AND TIMES FOR RENTAL

Dates may be booked up to six months in advance.

Please include set-up and clean-up time in your booking.

Please note: A minimum **four (4) hour booking** applies to all rentals. Bookings longer than four (4) hours are charged at the **full-day rate**.

See the Fee Schedule on page 2 of this application.

Date	Time (start – end)	Date	Time (start – end)
	-		-
	-		-
	-		-
	-		-

USE OF A/V EQUIPMENT

CCACS offers A/V equipment rentals for \$40 per item, per day (plus GST). Please select all that apply:

- TV Monitor *(includes HDMI cable) - (Graham Kelsey room only)*
- Video Projector & Screen *(includes HDMI/VGA cables + Mac/iPad adaptors)*
- PA System *(includes speakers, mixer, microphone, and required cables)*

The renter is responsible for all costs of repair or replacement resulting from damage or loss of equipment beyond reasonable wear.

HOW RENTAL FEES WORK

Please read before completing this section.

Rental fees are determined by:

- **Type of event**
- **Room booked**
- **Length of booking**
- A **Half-Day** booking is **four (4) hours or less**.
- A **Full-Day** booking is **more than four (4) hours**.

RENTAL FEE SCHEDULE

5% GST applies to all rentals

Category	GK ½-day	GK full day	GK Multi-session	OS ½-day	OS full day
1. Non-profit arts (no admission/sales)	\$11	\$21	—	\$6	\$11
2. Non-profit arts (admission/sales)	\$36	\$82	\$16 / \$31	\$16	\$31
3. Commercial/private arts	\$57	\$113	\$26 / \$41	\$36	\$62
4. Non-arts event/booking	\$113	\$267	—	\$36	\$62

Final rental fees are confirmed by CCACS based on the information provided in this application.

BOOKING, PAYMENT, AND RESPONSIBILITIES

- **Insurance (Mandatory):** Renters of the Arts Centre must provide proof of Third-Party Liability insurance **naming the City of Williams Lake, the Cariboo Regional District, and the Central Cariboo Arts and Culture Society as additional insured** for up to **\$2,000,000** in liability. This must be submitted prior to the event taking place.
***For individuals without commercial insurance, consider using this website for 'single event' insurance: <https://miabc.eventpolicy.ca>
- **Deposit:** A **50% deposit** is required to confirm any booking with a rental fee. The deposit secures the booking and is applied to the total fee.
- **Balance due:** The remaining balance is due within **five (5) business days after the event**.
- **Payment methods:** Payment is accepted by **online payment (via our website), cheque, or cash**. We are not able to accept e-transfers at this time.
- **Condition of premises:** Rental fees cover the premises **"as is"** and do not include janitorial or staff services.
- **Cleaning:** If the space is left in an unsatisfactory condition, the renter may be charged for the janitorial work required.
- **Damage:** The renter is responsible for costs of damage beyond reasonable wear.
- **Use at own risk:** The renter accepts the premises at their own risk and agrees to follow all CCACS policies and procedures for use of the Arts Centre.

RENTAL AGREEMENT ACKNOWLEDGEMENT & INDEMNITY

By signing this application, I confirm that I have **received, read, and understand** the *Rental Terms & Conditions for Use of the Central Cariboo Arts Centre* (the "Rental Agreement"), which form part of this application and are incorporated by reference. I agree to comply with all policies, requirements, and responsibilities outlined therein, and confirm that the event described in this application will be conducted in accordance with those terms.

I, on behalf of myself and/or the renting organization, agree to **indemnify and hold harmless** the Central Cariboo Arts and Culture Society (CCACS) from and against any claims, actions, costs, expenses, losses, damages, or injuries arising from the use of the rented facilities. I understand that by signing this application, I am entering into a binding agreement and that the Rental Terms & Conditions apply.

Signed (renter): _____

Date: _____

(Original application form signed and on file with CCACS)