



## **Rental Information 2015**

**1807 – 42<sup>nd</sup> Street SE**

Located on the corner of 17<sup>th</sup> Avenue and 42<sup>nd</sup> Street SE, this multi-functional space is available for short-term lease – by the hour, by the day or by the month.

### **Space in artBOX includes:**

- Exhibition / Gallery Space
- Black box space (seating capacity of 100)
- 27 (4' X 8') portable walls available
- Stage
- Risers
- Lighting Grid
- Projectors
- Generator
- 3 private studio spaces (please inquire)
- An open studio space that would accommodate up to 6 artist spaces (please inquire)

### **This versatile space can be used for:**

- Art display/ exhibition
- Theatre productions
- Music
- Workshops
- Studio space
- Rehearsal space
- Public events
- Meetings
- Fundraisers
- Movies and Film Production

The International Avenue Business Revitalization Zone (INTAVE BRZ) is the administrator of artBOX on 17e, with support from Calgary Arts Development Authority (CADA). Please contact the International Avenue BRZ office for inquiries about renting artBOX on 17e.

[Artboxon17E@gmail.com](mailto:Artboxon17E@gmail.com)

403-248-7288:

More information and our calendar is available online at:

<http://internationalavenue.ca/artbox-on-17th/>

**RENTAL FEES:**

\*\*GST will be added to all fees

<b>Main Floor</b>	<b>Hours</b>	<b>Price</b>
<b>Per hour</b>		\$50
<b>Half Day</b>	Up to 4 hours (Includes setup and tear down time)	\$200
<b>Full Day</b>	Up to 12 hours	\$350
<b>Item</b>	<b>Price per day</b>	<b>Comments</b>
<b>Speakers / PA System</b> (includes use of microphones and projector if req'd)	\$100.00	
<b>Projector</b>	\$15.00 per projector	
<b>Computer</b>	\$15.00	
<b>Set up fee &amp; tear down fee</b>	\$75.00 per hour	Includes help to set up chairs, tables, stage, room decor, move exhibit walls etc.
<b>Cleaning Fee</b>	\$100.00	In the event that the room is not cleaned to its pre-event state a cleaning fee will be charged
<b>Key Replacement Fee</b>	\$100	In the event that keys are lost or not returned a key replacement fee will be charged.
<b>Item</b>	<b>Size</b>	<b>Price</b>
<b>Spoons</b>	-	\$1.00 per dozen
<b>Cups</b>	8 oz.	\$1.00 per dozen
<b>Forks</b>	-	\$1.00 per dozen
<b>Knives</b>	-	\$1.00 per dozen
<b>Napkins</b>	-	\$1.00 per dozen
<b>Paper Plates</b>	9"	\$5.00 per dozen
<b>Paper Plates</b>	6"	\$3.00 per dozen
<b>Flower Vases</b>	-	\$2.00 per vase
<b>Coffee or tea Perk</b>	-	\$5.00 each
<b>Punch Bowls &amp; Ladle</b>	-	\$5.00 each
<b>Flame-Free Candles</b>	-	\$10.00
<b>Table Linens</b>	-	\$40.00

## **FOOD**

There is **NO** food preparation allowed on site, however, catering from an outside venue is permitted. We encourage all patrons to use one of the many local businesses on International Avenue for your catering needs. We are happy to provide recommendations.

**ALCOHOL:** If alcohol is served, it is the responsibility of the Lessee to secure an **Alberta Liquor and Gaming Liquor License and Liability Insurance**. A copy of each must be provided to the artBOXon17e a minimum of 4 days prior to the rental. Only commercially produced alcohol can be served during any event and an original receipt for the purchased liquor must be attached to the liquor license. Please note that absolutely no alcohol can be consumed outside of the building. **If the liquor license and insurance coverage are not provided 4 days prior, your rental will be cancelled and you will NOT be refunded for your rental payment.**

**BOOKING & REFUND POLICY:** A deposit of 50% of the rental fee is required at time of booking to hold the space. The remainder of the rental fee is due at the time of the event. If applicable, additional fees will be billed following the event and are due within 14 days of receipt. A \$75.00 fee will be applied to all non-sufficient fund cheques written by the Lessee and returned to the artBOX.

**PAYMENT:** Payments can be made by cash, or cheques made out to: ***International Avenue Business Revitalization Zone.***

**CANCELLATION POLICY:** There will be **NO REFUNDS** for cancellations or event postponements within three weeks of the event.

**DAMAGE:** A walk through will be done prior to move in and again after move out. The Lessee is responsible for any loss or damage to the property occurring during the rental period. Any items in artBOX that the Lessee would like to move, displace, paint or adjust must have permission by a facilitator of artBOXon17e. Any and all contents of artBOX shall remain in the space. Missing or broken contents are the responsibility of the Lessee. The Lessee agrees to pay additional charges for any broken or missing contents. An inspection of the facilities will be conducted post-event, to ensure no breach of contract has occurred.

**INSURANCE:** The Lessee is responsible for purchasing insurance for their event. The Lessee should discuss insurance for their event with their Insurance Broker first. The International Avenue Business Revitalization Zone, artBOX on 17e and Calgary Arts Development **MUST** be listed as an “additional insured” and indemnified properly under the policy. A copy must be provided prior to the event.

**BY-LAWS:** The Lessee will adhere to all current City of Calgary noise by-laws, the community no smoking regulations and all Municipal, Provincial and Federal laws related to the use and occupancy of the property. There is **NO SMOKING** in artBOXon17e. All cigarette butts must be properly maintained and disposed of or the Lessee assumes an automatic cleaning fee of \$100.00.

**SUPERVISION:** The Lessee is responsible for all users, guests, persons in relation to the use and occupancy of the property. The Lessee is charged with the responsibility of all supervision during their event. Parents or Guardians must supervise all youth activities. The building cannot be left unattended at any time.

**INSPECTION & REMOVAL:** artBOXon17e reserves the right to have a representative inspect the function at any time during the event. The Lessee agrees that the artBOX may, through a representative, have removed from the premises, any person(s) who shall have caused damage or nuisance or shall have failed to comply with any provision of the Liquor Control Act.

**DECORATION:** All exits must be kept clear at all times. **No open flame candles are allowed.** The Lessee must approve any permanent or semi-permanent changes to the space, including moving walls, painting walls, moving the stage etc. The entire deposit will be forfeited and any additional charges will be billed to the Lessee if any permanent changes or damages are done to the space without the consent of the BRZ.

**CLEANUP:** The space must be cleaned and vacated at the specified time, including cleanup time. Additional cleaning time required will be charged at \$100.00 per hour. All **garbage** must be placed in the garbage bags provided and removed from the facility at the end of the event. **Bottles** and **cans** can be placed in the recycling bins provided, or taken home. Any cans or bottles outside must be picked up. Basic cleanup including washing of tables and chairs, sweeping and mopping of floors **MUST** be completed by designated move out time. All tables and chairs must be returned to the storage area according to the instructions provided by a facilitator of artBOXon17e. Sweep floors before mopping to ensure all garbage is picked up. Additional fees will be charged if the facility has not been cleaned and the building left as it was at the beginning of the rental. Extra cleaning charge will be a minimum of \$100.00 per hour.

**KEY & SECURITY:** If required, the Lessee may be given a key to the facility and individual code to the building security system. An orientation to the security system procedures will be provided. \*\*\*A \$100 fee will be charged if the key is lost or not returned.

