

## ***Rental Guidelines***

### ***Private Functions***

La Petite Mort Gallery is a commercial contemporary art gallery. The 1500 sq. ft. of non-conventional gallery space is available for rental for private or corporate functions such as receptions, concerts, lectures, presentations, 24 hour exhibits, conferences and corporate training. You formulate it, we adapt the space.

### **Capacity**

Reception (beverages and/or passed food)	150
Theatre-style	50

### **Rental Rates**

The gallery is available for rental any day of the week. All art exhibitions will be left intact for the event unless otherwise arranged in advance. The Secondary wall is used for rentals specifically arranged for an art show. The date requested for rental is considered confirmed upon receipt of a deposit. The flat rate for gallery rental is \$500 per day

### **Payment Information**

50% deposit is due upon acceptance and signing of the contract; final payment is due the day of the event. Payment can be made using VISA, Debit, cheque or cash. GST is applicable.

### **Additional staff**

One staff member is included in rental rates, up to a maximum of 50 guests. For additional guests an additional staff member is required at a rate of \$35.00 per hour for the duration of the event. For larger receptions, an additional Door Person may be hired for \$35/hour

### **Caterers**

The renter may select a professional caterer and or event planner. We would be pleased to provide a list of recommended caterers or event planners but makes no representation or warranties about the services that they may provide the renter. Every caterer must agree to abide by the guidelines contained in this document.

- The renter/event planner/caterer is responsible for assuring that the caterer has the appropriate food and liquor license as required by the city of Ottawa, including provisions of a certificate of insurance.
- The renter and/or event planner/ caterer must provide any additional furniture, dishes and equipment for food preparation.
- The renter and/or event planner/caterer will be responsible for ensuring the caterers clean thoroughly after the event; this includes removing all trash and recycling from the premises. Failure of the caterer to leave the Gallery and kitchen in a clean condition will result in a \$100 cleaning fee charged to the renter.

## **General Guidelines**

- The renter is fully responsible for any damage to the Gallery's premises, contents, or persons caused by the renter, caterer, agents, and/or guests. The renter must agree to pay the Gallery for any damage, loss or injury to the Gallery.
- Smoking is not allowed.
- All deliveries must be done during Gallery hours, 11 a.m. – 6 p.m., unless otherwise agreed.

## **Rental Policy**

### ***Method***

1. Upon approval of the application, the 50% deposit is non-refundable. The balance of the rental fee and all other charges will be due the date of rental. La Petite Mort Gallery accepts Visa, Debit, cheques and cash. All cheques are to be made payable to La Petite Mort Gallery.
2. The renter should know that gallery closing time is 1:00 am, that is when all cleanup must be initiated and all persons other than clean up staff must be out of the building. In the event the renter should need or want to extend these hours, prior approval is required, and an additional fee of \$250.00 dollars per hour will be applied.

## ***Availability***

Preparation by the caterers or rearrangement of the Gallery space may begin at 11am on the day of the event. The renter should distinguish between event ending time and house closing time. Event ending time means the time the clean-up begins, the band/music stops playing and the bar(s) closes. House closing time is the time when all persons are out of the building with the exception of clean-up staff. House closing time is 1:00 a.m. In the event the renter should need or want to extend these hours, prior approval is required; an additional fee of \$250.00 dollars per hour will be applied.

## ***Parking***

There is paid meter parking on the street. Street parking is free after 5:30pm. There is also a city-run parking garage located on Clarence Street between Cumberland and Dalhousie.

## ***Access for Persons with a Disability***

The ground floor space is accessed with steps from the front entrance. For guests who require a ramp, there is one available upon request. The restroom is located on the lower level and is not wheelchair accessible.

## ***Restroom***

There is one unisex restroom available, located on the lower level.

## ***Alcohol Consumption***

La Petite Mort Gallery is responsible for bar set-up, service, clean-up and sales & profit. The Gallery reserves the right to close all bars should the gallery staff deem it necessary to protect the facility, the artwork and safety of individuals. Bartenders will be professional and will obey the laws pertaining to the serving of alcoholic beverages.

## ***Available Equipment***

The kitchen at La Petite Mort Gallery is to be used for holding and heating of off site prepared foods. The following is available for use during rental times only.

- microwave
- one door refrigerator unit with freezer
- one compartment sink
- two tables- 6 feet & 3 feet (both round)

## ***Renter / Event Planner / Caterer Responsibilities***

1. A representative for the renter/event planner/caterer must be on site through out the entire event. Beginning at time of delivery of supplies, until end of clean up.
2. Event renter/planner/caterers are responsible for unloading, setting up, and reloading all their goods.
3. All rented items are to be neatly placed on the designated area by the renter/event planner/caterer after the event.
4. All rented items or delivered goods (alcohol, flowers, video equipment, etc., etc.) must be signed for by the renter or event planner/caterer.
5. Caterers are responsible for maintaining cleanliness in the kitchen and all public spaces of the gallery, including restroom during the event.
6. Caterers must collect all glasses, dishes, trash, etc. during the event to avoid unsightly pileup. Rental items such as dishes, glasses, silverware, etc. are to be rinsed by the caterer and neatly

placed in the original boxes provided. Non-returnable items such as paper items should be discarded in trash cans.

7. Caterers are responsible for all cleaning of the kitchen and all public spaces in the gallery including the restrooms after the event. This includes the sinks, counter tops, trash, and ovens, kitchen floor, and especially the sweeping of the main gallery floors, this includes mopping, if necessary.
8. All garbage bags are to be sealed and removed from the gallery.
9. All empty bottles are to be disposed of in the boxes they came in and removed from the site, there is no garbage or recyclable storage area available. Bottles are not to be thrown in the garbage cans. Ice buckets with wraps and corks should be filtered into the trash.
10. Caterers are to provide all necessary tools such as trash bags, extra trash containers, can openers, foil, pots, towels, dish detergent, knives, and other supplies necessary to carry out their duties. The Edward Day cannot provide any of the above items.

## ***House Rules***

1. The rental agreement is between La Petite Mort Gallery and the renter; the renter is solely responsible for any and all monies owed.
2. At no time will artwork or furniture be moved without prior permission. All installations or shows are to remain intact unless prearranged with the Director(s) of La Petite Mort Gallery.
3. There can be absolutely nothing hung, nailed, or taped to the walls at Gallery without the permission of gallery staff.
4. A representative from the gallery will remain on the premises throughout the event.
5. The La Petite Mort Gallery cannot assume responsibility for items left by the caterer, guests, or renter. Caterers or renter are responsible for removing all articles brought in during the rental event.
6. In the event of any damages occurring to any artwork or to the physical condition of any and all public space within La Petite Mort Gallery itself, the renter will be held solely responsible and will be billed accordingly. This includes, but is not limited to scratches, nicks, breaks, or marks of any kind.

## ***Advertising***

All publicity concerning La Petite Mort Gallery must be approved by the Director(s), La Petite Mort Gallery. Any printed materials produced by the renter describing the Gallery or exhibits must be approved by the Gallery staff prior to print and distribution.

# Application

<b>Type of Event</b>			
<b>Event Date Requested</b>			
<b>Name (Renter)</b>			
<b>Address</b>			
<b>City</b>		<b>Prov.</b>	<b>Postal Code</b>
<b>Postal Code</b>		<b>E-Mail</b>	
<b>Telephone No.</b>			
<b>Name and contact information of Primary Contact Person Caterer or Event Planner (if applicable)</b>			
<b>Special Requirements</b>			
<b>Approval &amp; Signature</b>	For La Petite Mort Gallery:		

I have read, understand and agree to the terms, guidelines, conditions, limitations and obligations in this agreement. I further acknowledge that the deposit paid is to reserve the space at La Petite Mort Gallery for the date indicated above and is non-refundable.

Renter Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Deposit Amount: \_\_\_\_\_ Received: \_\_\_\_\_