



## FACILITY RENTAL RATES AND POLICIES

Effective as of July 31, 2018

The Workers Arts and Heritage Centre is a non-profit, charitable organization with a mandate to preserve, honour and promote the culture and history of working people in Canada. We are a community museum and arts centre, and the stewards of the historic Custom House. By renting our space, you are helping to support WAHC and the continuing preservation of our heritage property. We appreciate your business.

The following are the rental rates for any of our spaces: Main Gallery, small meeting room, multi-purpose room and back yard. Full descriptions of the rooms, capacity and floor plans can be found online at [wahc-museum.ca/rentals](http://wahc-museum.ca/rentals). These rates are in effect as of July 31, 2018.

RENTAL FEES*	REGULAR	NON-PROFIT**
Monday to Thursday and Friday up to 4 pm	\$90/hour	\$70/hour
Friday after 4 pm to Sunday midnight	\$110/hour	\$85/hour
Entire Building***	Add 20% to above rates (\$90=\$108/hr) (\$110=\$132/hr)	Add 20% to above rates (\$70=\$84/hr) (\$85=\$102/hr)

ADDITIONAL CHARGES	
Storage Fee Prior to and after event. Note that any deliveries/pick up of supplies must take place on the business day immediately preceding and following the event (additional charges may apply otherwise).	\$100
Incomplete Clean-Up	\$150
Entire Building Cleaning Fee When the entire building is rented, this fee will be automatically applied.	\$75
Staffing This ensures adequate staffing levels in accordance with WAHC policy. This will be charged for the duration of time including set-up and clean-up on the day of the event. This applies to large event rentals such as weddings, anniversary parties etc. that go until late and where there is an SOP.	\$25/hr
Exceeding End Time	\$25 per 15 minutes
Damage to Building and/or Contents	As incurred
Alcohol Served The renter is responsible for acquiring a permit from the LCBO 30 days prior to the event. The permit must be shown to WAHC prior to the event.	\$50 flat fee

Digital Projector and Screen Renters are permitted to bring their own projector and screen; renters are responsible for any necessary adaptors.	\$75
Screen	\$25
Flipchart, Markers and Tape	\$25
Podium	\$25
Wireless Internet	\$25
Basic PA System This is only suitable for meetings.	\$50

\* Please take note of additional charges that may apply.

\*\* The Non-Profit category applies to organizations/groups that conform to the Not-For-Profit Corporations Act either through their mandate, their practice or incorporation. This does not apply to wedding parties, reunions or other social events of a private nature.

\*\*\* When programming and access to the building are restricted by an event, this is considered a rental of the entire building, as is usually the case with weddings, reunions and other social events of a private nature. It does not necessarily mean that the renter has access to the entire building, and WAHC reserves the right to restrict access to some rooms/parts of the building.

\*\*\* Please note the following capacities: 124 theatre style, 98 chairs and tables, 85 with an SOP (liquor permit).

## RENTAL POLICIES

### Food and Third-Party Services

Third party service providers (entertainers, caterers, party rental equipment, etc.) must be approved by WAHC and additional requirements may apply including proof of commercial insurance at the discretion of WAHC.

Any sales and/or catering and food distribution must be approved by the Facilities Coordinator in advance of the event.

Food distribution must follow the City of Hamilton Health department guidelines. Additionally, under NO circumstances does WAHC allow food preparation or cooking on site. All caterers are required to bring all food prepared and cooked or alternatively bring a mobile kitchen.

### Licensed Events

All licensed functions are required to provide proof of:

- A valid liquor license - Special Occasions Permit (SOP)
- Bartenders (ratio 1:100 patrons) with a Smart Serve certificate

### Set Up and Signage

Decorating and takedown must be included in your booking time request. Caterers must remove all food waste, dirty dishes, cutlery etc. by the end of the booking time. Any other external rentals stored on site will be charged a storage fee – please refer to the rental rates sheet.

All renters must adhere to the *Decoration Do's and Don't's* for information on what is allowed with regards to decorating our space.

The Rentals Info Sheet is to be completed and returned to the Facilities Coordinator a minimum of four weeks prior to the rental.

### **AV Equipment**

Renters may bring their own equipment, as WAHC has a simple PA system suitable for meetings only.

### **Property and Contents**

The renter must understand that the primary purpose of the Custom House is as a community museum, and as such the space and its contents must be considered when setting up, planning décor, etc. The renter is responsible for any damage to the building and its contents, as well as the behaviour of its guests.

The renter is responsible for all clean-up, including putting garbage, food waste, recycling etc into the appropriate receptacles. Failure to do so will result in a building cleaning fee charge (refer to additional charges above). The building should be left as it was received.

### **Cancellation Policy and Booking Confirmation**

Bookings are confirmed once a 50% deposit has been received, based on the in and out times submitted.

Cancellations less than 14 days' notice will forfeit the 50% deposit. Cancellations made up to 14 days before the booking will be refunded the deposit minus a \$150 administration fee held back.

WAHC reserves the right, through its agent or agents to cancel a rental agreement, close any function for failure to observe all conditions of the permit, and/or retain full or portions of the deposit.