

# Thank you for your interest in booking the Gabriola Arts & Heritage Centre

Contact information for Arts Centre Manager: [gahc@artsgabriola.ca](mailto:gahc@artsgabriola.ca) | 250-247-7409

The Arts & Heritage Centre's capacity is 50 people—fire and safety regulations prohibit any more than 50 people in the building. Please respect these restrictions.

**Rental is \$20 per hour for GAC members and \$25 per hour for non-members. There are day and weekend rates as well. Please see the current rate sheet for details, which is posted on the GAC website.** Please include time required for set-up and cleanup in your booking. You are encouraged to pay with this booking request via Paypal or a credit card (you are not required to register with PayPal when you pay with a credit card). Otherwise, payment is by cash or cheque prior to your event. Invoices are sent out at month end. If you require an invoice earlier to make payment, please make the request to: [gahc@artsgabriola.ca](mailto:gahc@artsgabriola.ca)

**Note: we have a 48 hour cancellation policy. For details please read the terms and conditions below.** This applies to amending your booking for a shorter period of time.

Payment can be dropped in the mail slot on the side of the building at 476 South Road, beside the main door. Here is the address should you choose to mail in your payment:

Arts Centre Bookings, Gabriola Arts Council  
Box 387 | Gabriola Island, BC V0R 1X0

**Please make cheques payable to the Gabriola Arts Council.**

## TERMS & CONDITIONS

**Please read and agree to these terms and conditions.**

### BOOKING THE ARTS CENTRE:

1. Prior to my event, I will make the appropriate payment at the current rate, based on the time I have requested. Or, if billing is handled by a financial services agent, I will make a special arrangement with the Arts Centre Manager for invoicing prior to the booking date. All hours that the Arts Centre is in use are subject to rental fees including your set-up, tear-down or clean-up time.
2. I understand that rental fees are due and payable to GAC before the date and time of the event.
3. I understand and agree that I will not make the door code known to anyone not associated with my event.
4. I understand and agree to a 48-hour cancellation policy and that I will not be reimbursed if I do not use the Arts Centre for the complete time I booked and paid for. Should I wish to amend the date and time, I will give the Arts Centre Manager 48 hours notice and understand that changes will be subject to availability.

### ARTS CENTRE GROUNDS AND PREMISES

1. I agree to be responsible for keeping the Arts Centre in the same condition as I found it. This includes use of dishes and/or any of the kitchen equipment or facilities, and all floors will be swept and wet mopped if muddy. In the event this is not done I will pay a cleaning fee.
2. I understand food is permitted on the premises, and I agree not to leave any food on the counters, in the cupboards, in the fridge or otherwise on the premises of the Arts Centre unless I have made previous arrangements, and only if I store my food items in appropriate, marked, and sealed containers. I understand that anything left behind without notice will be disposed of.
3. I agree that garbage disposal is my responsibility, that no refuse of any kind will be left in the Arts Centre or the premises and that failure to comply will result in additional fees for removal.
4. I accept full responsibility for any loss or damage to the Arts Centre, and I will pay for the repair or replacement of the equipment if such is deemed necessary by the Gabriola Arts Council. I will inform the Arts Centre Manager immediately if any damage occurs.
5. I agree that I will promptly report any problems with the Arts Centre to the Arts Centre Manager.

6. I understand that the consumption of alcoholic beverages within the Arts Centre or the premises is prohibited, unless required liquor permits are authorized, purchased and displayed during the contracted rental hours. The Arts Centre Manager must be notified of the same. Storage of alcohol on the premises is prohibited.
7. I agree to ensuring the Arts Centre's no smoking policy is strictly adhered to. If participants in my event smoke outside the Arts Centre, I will be responsible for ensuring that no mess is left and that there is no danger of fire.
8. I understand that the use of illegal drugs on the premises and property is strictly prohibited.
9. I understand that I am responsible for ensuring that the kettle and indoor lights are off, toilets are flushed, and the Arts Centre windows and doors are locked prior to vacating the Arts Centre at the conclusion of an event.
10. In the event of a power outage, I will take extra care with any temporary lighting and make sure the light switches are in the off position when I leave.
11. I agree that no table, chair, or other GAC property shall be removed from the Arts Centre.
12. I will arrive ten minutes before my booking begins to read the safety plan regulations for the Arts Centre so that I can fully understand my responsibilities in the event of an emergency, such as fire or earthquake. I will make these responsibilities known to all people in the Arts Centre at the start of my meeting/event. In the event that I make multiple bookings, I will ensure everyone knows about the safety plan regulations at the beginning of every booking.
13. I accept the condition of the Arts Centre as is and indemnify and hold harmless the Gabriola Arts Council and any of its officers, employees, volunteers, agents and contractors from any and all loss, liability, claims or expenses arising out of the use of and/or occupation of the Arts Centre. I understand and agree that by renting the Arts Centre, I am waiving any right to claim against the Gabriola Arts Council concerning the condition, quality, durability, suitability, fitness or operation of the Arts Centre and its contents.

**Please sign these terms and conditions and forward with payment to GAC:**

**Name:** \_\_\_\_\_ **Organization:** \_\_\_\_\_

Your name will not be published on our calendar. We just need a contact person for the booking.

**Email:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Date/s Requested:** \_\_\_\_\_ **Time/s Requested:** \_\_\_\_\_

**I agree to abide by the Terms and Conditions as outlined above for rental of the Arts & Heritage Centre.**

**Signature:** \_\_\_\_\_ **Date signed:** \_\_\_\_\_

**This agreement and contact information will be kept on file for future bookings.**