

2025-2026

# Renting Space



Varley  
Art Gallery  
of Markham

## Rental Opportunities

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The Varley Art Gallery of Markham offers two unique venues available for private and public rental.

The **Varley Art Gallery of Markham** located at 216 Main Street, Unionville, offers both indoor and outdoor spaces for your event. Our spaces accommodate wedding ceremonies, recitals, cocktail hours, corporate events, markets, and festivals. For more details, please go to page 3.

The historic **McKay Art Centre** located at 197 Main Street, Unionville, is the perfect venue for artists or artist groups to exhibit and sell their works of art. Also available for studio rentals and private events. For more details, please go to page 14.

## Rates

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### Private Rates

Apply to businesses, corporations, and other for-profit groups, and to individuals or groups booking private functions.

### Community Rates

Apply to established community service groups, non-profit agencies and organizations, community arts groups, and other community groups registered as such with the City of Markham.

## Varley Art Gallery of Markham



216 Main Street Unionville, Markham, ON L3R 2H1

Book your wedding ceremony and reception, piano recital, outdoor event and more at the Varley Art Gallery! We provide unique venue spaces perfect for any occasion. From cathedral ceilings to an outdoor courtyard, our rental spaces are highly versatile and can be used for your desired function.

Visit [VarleyArtGallery.ca/Galleries/Varley-Art-Gallery/](http://VarleyArtGallery.ca/Galleries/Varley-Art-Gallery/) for high quality images and a 360° tour of our spaces.

Located at the north end of historic Main Street Unionville, the Varley Art Gallery is steps away from local fine dining restaurants, boutique shops, and the picturesque Toogood Pond. Visit [unionvilleinfo.com](http://unionvilleinfo.com) for more.

### What's Included

- 6' x 2.5' rectangular tables
- 3' x 3' tables
- 2' x 1.5' card tables
- 183" x 143" drop-down screen (diagonal 200")
- Podium
- Sound System
- Wireless Microphone and Stand
- Bridal Suite
- Serving Kitchen (in Deacon Room)

Additional furniture is available to rent. More details on page 8.

# Venue Spaces

## Florence and Donald Deacon Room



1,000 square foot rental space, with cathedral ceilings and large windows that look out onto historic Main Street Unionville. This room is highly versatile and can easily be set up for wedding ceremonies, bridal and baby showers, corporate and private events, and more.

Capacity: 146 persons (Standing); 70 persons (Seated, no tables); 54 persons (Seated, with tables)

	up to 3 hours during day	up to 6 hours during day	per hour after close
Private Rate	\$464	\$926	\$174
Community Rate	\$325	\$648	\$122

# Lobby



Available after hours only. Perfect for private functions and corporate events, our lobby provides a versatile space with bright lighting and an elevated platform for use as a stage. Set up the space for a cocktail hour, or with the addition of a few chairs and our baby grand piano, host a concert or recital!

Capacity: 150 persons (Standing); 100 persons (Seated, no tables)

	Booking with Deacon Room	Booking without Deacon Room
Private Rate	\$174 flat	\$174 per hour
Community Rate	\$122 flat	\$122 per hour

Note: Fire code does not permit sit down events with lunch/dinner tables in this space.

## Baby Grand Piano

Our Baby Grand Piano, a **Grotrian Steinweg**, is available to rent during non-public hours for recitals or concerts upon request. Lobby use only.

Note: Tuning the piano is the responsibility of the client.

Fee | \$119 flat rate





# Courtyard



Enjoy the great outdoors with our courtyard overlooking picturesque Main Street Unionville. The Varley's outdoor rental space spans 38 ft x 38 ft, providing the perfect venue for outdoor art exhibitions, art markets or special public events that draw the wider community.

Capacity: 150 persons (Standing)

	during the day (10 AM to 5 PM)	per hour after close
Private Rate	\$581	\$174
Community Rate	\$407	\$122

## Paint Studio

This multi-purpose studio can be used for hosting workshops, meetings, or private functions. The room includes access to large artist sinks and shelving. Take advantage of the room's large windows, providing ample sunlight and a wonderful view of our courtyard.



Capacity: 45 persons (Seated, no tables);  
23 persons (Seated, with tables)

Fee | \$38 per hour

Note: Staffing fees apply to studio rentals during non-public hours.

## Gallery Tour



Should you wish to impress your guests even further, include a 1 hour guided or self-guided tour of the galleries for functions such as client appreciation receptions or private parties.

	during non-public hours	during public hours
Guided Tour	\$110 (up to 25 people)	\$110 (up to 25 people)
Self-Guided Tour	\$80	Complimentary

## Additional Fees

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Please be aware that the following additional charges may apply specifically to your event.

Set-up/Cleaning (flat rate)	\$116
Additional set-up time (per hour)	\$87
Additional take-down time (per hour)	\$87
SOCAN Music Royalties	Varies
Liability Insurance	Varies
Staffing After Hours (per hour)	\$91
Site Supervisor (per hour)	\$41
Wedding Rehearsal (up to 2 hours)	\$119
Late Fee (per 15 minutes)	\$17
High Top Cocktail Tables (6 available)	\$10 each
5-ft Round Tables (7 available)	\$10 each
4-ft Round Table (1 available)	\$10
White Folding Chairs (100 available)	\$2.50 each
Smart TV (65")	\$50

## Hours of Availability

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Availability of the rental spaces is dependent upon the Varley Art Gallery's public program schedule. We are open to the public 12 PM to 4 PM on Tuesday through Friday, and from 10 AM to 5 PM on Saturdays and Sundays. During the summer months, the Gallery is open on Mondays from 12 to 4 PM and on Fridays until 8 PM.

1-hour set-up time is permitted prior to the rental start time at no additional cost. Rental duration includes 30 minutes take-down time. All rentals must end by no later than midnight. All guests, the client and Varley Art Gallery staff must leave the premises by this end time.



## Staffing & Security

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Events that occur outside of regular hours of operation require the hiring of the Varley Art Gallery staff. Two staff are required on the premises at all times. These staff members are present to maintain the security of the Gallery and are not available to otherwise assist with the event.

## Policies & Responsibilities

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- Arrangements for deliveries of food and equipment must be made in advance of the event to ensure there is no conflict with the Gallery's operations.
- The client is responsible for the conduct and behaviour of their guests.
- The client shall assume all liability for all damages to the Gallery caused directly and indirectly by themselves or their invitees. The client will be responsible for the replacement or repair of any damaged furniture or equipment as well as any damage done to the facility.
- If music or musicians are playing during public hours of operation, Gallery staff may request event room doors be closed to facilitate Gallery operations.
- Nothing shall be permitted to be done or displayed on the premises contrary to the Criminal Code, or any provincial or municipal act, by-law, or regulation.
- The Gallery exhibitions are subject to change throughout the year and therefore are not guaranteed to be on view at time of rental.
- Open flames are not permitted in the Gallery at any time. This veto includes matches, lighters, candles, sterno burners, propane, natural gas, or any other type of flame.
- The Gallery is a smoke-free facility. Smoking is not permitted anywhere inside the building or outdoor courtyard.
- Rental spaces are to be left in the same condition as they were found. The Gallery will provide appropriate recycling and compost bins.
- At the end of a rental event, furniture and equipment brought in or rented from external suppliers may be left until no later than 4 PM the following day in a designated pre-approved location that will not interfere with the Gallery operations.

## Set-Up/Cleaning Fees

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- All rentals are subject to a flat fee for set-up/cleaning unless otherwise advised.

## Furniture & Equipment

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- The Gallery staff will set up the Gallery's furniture and equipment as per the client's instructions. Details of furniture set up must be provided on paper to the Gallery at least 14 days before the event. The Gallery must approve all set-up plans to ensure that the plans are in compliance with the Fire Code and the Gallery's security plans.
- Client and sub-contractors are responsible for set-up and take-down of their own equipment and rentals.
- Client is responsible for bringing in all other items needed to run their event such as tablecloths and tableware.
- For outdoor events, the Gallery will only provide 6ft rectangular tables and black folding chairs.

## Food and Beverages

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- It is the client's responsibility to arrange all food and beverages for the event. Catering options will be provided by the Gallery staff upon request.
- If catering is required, the client shall advise the Gallery of all catering arrangements, including the name of the caterer, time of arrival, etc.
- It is the client's responsibility to ensure that the areas to be used by the caterer are adequate and appropriately equipped. The client is strongly advised to ask the caterer to visit the Gallery prior to the event so that they will be familiar with the Gallery's facilities.
- Food and beverages are to be consumed in the rental spaces only and are not permitted in the exhibition spaces at any time.
- The kitchen facility at the Gallery is equipped with a fridge, beverage cooler, and microwave only. It is not available for food preparation, only food serving.
- Food must be brought into the facility already warm or cold-plated.
- The caterer selected by the client must ensure that the kitchen is clean and that all waste is properly disposed of at the end of the event. The Gallery is a zero waste facility.
- To serve alcohol at the Gallery, a Special Occasions Permit is required. The client must apply for this license and must present and display it at the event, otherwise, no alcohol shall be served at the Gallery. Alcohol will be consumed only in areas as indicated on the Special Occasions Permit. Additional information can be found at [agco.ca/en/alcohol/special-occasion-permits](https://agco.ca/en/alcohol/special-occasion-permits).

## Food and Beverages (Continued)

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- Only individuals with Smart Serve accreditation may serve alcohol at the Gallery. A copy of the Smart Serve certificate must be provided to the Gallery Coordinator prior to the event date.

## Unloading and Loading

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- Unloading and loading for events may be done through the front entrance or rear loading bay. Client must notify the Gallery staff in advance of preferred method to ensure that these areas are available.

## Decorations and Signage

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- Any decorations to be used for the rental function must be pre-approved. Helium balloons, candles (or any open flames), glitter and confetti are not permitted. If items are affixed to the walls, they must be attached in a manner which does not damage the walls. Nails and screws may not be used.
- Clients hosting events which are open to a public audience are required to provide their own signage identifying their event.
- The client shall not display any signage which interferes with exhibitions or displays the Gallery has installed.

## Photography

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- Photography is permitted in the rental spaces at private events only.
- Photography within the exhibition galleries is not permitted unless prior approval is received.
- In order to take photos on Main Street Unionville, a permit is required through the City of Markham's Clerks Department. Book your photography permit online at [www.markham.ca/permits-licences-taxes/wedding-services/photography-videotaping-locations](http://www.markham.ca/permits-licences-taxes/wedding-services/photography-videotaping-locations).

## Promotional Material

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- The Gallery does not provide any publicity or advertising for events booked at the Gallery.
- Use of the Gallery logo and wordmark must be approved by the Gallery.

## Cancellation Policy and Late Charges

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- If the client cancels the booking 30 days or more prior to the event, 50% of the deposit will be refunded. The client forfeits the deposit if the event is cancelled less than 30 days before the event unless the facility can be otherwise rented.
- If the Gallery cannot host a rental prior to its commencement due to an act of God, or other cause beyond reasonable control, the Gallery will cancel the booking and return the full payment to the client.
- Clients whose rental goes beyond their contracted end time will be charged a late fee. After a grace period of 15 minutes, the client will be charged \$17 per each subsequent 15 minutes or segment thereof.

## Pets (Wedding Ceremonies Only)

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- The Gallery permits the client to bring in their pet dog(s) (2 maximum) to participate in the wedding ceremony only. Dogs are permitted in the rental spaces only.
- The client is responsible for the conduct of the dog while on City of Markham property. The owner is responsible for looking after the animal's needs, including the cleanup and disposal of feces.
- If the dog is causing a disturbance for other visitors or is deemed by the Gallery staff to be disruptive to Gallery operations, the visitor and accompanying animal may be required to leave the area or the Gallery.

## Insurance and Liabilities

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- The Gallery is owned by the City of Markham and therefore requires that all persons or companies renting City facilities have insurance coverage with the following attributes:
  - A minimum of \$5,000,000 of Commercial General Liability
  - Name "The Corporation of the City of Markham" as an additional insured
  - Include Full Participant Coverage
- In lieu of obtaining insurance independently, coverage can be purchased through the Gallery. The fee varies depending on the type of event, number of attendees, and whether or not alcohol will be served.
- The client shall assume all liability for all damages to the Gallery caused directly and indirectly by him/herself or his/her invitees.

## Insurance and Liabilities (Continued)

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- The client will be responsible for the replacement or repair of any damaged furniture or equipment as well as any damage done to the facility. The client agrees to indemnify and save the Gallery completely harmless against any actions, claims, suits, or applications that may be brought against the Gallery arising directly or indirectly from the client's use of the Gallery.

## How to Book

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1. Complete the fillable booking request form [online](#).
2. E-mail the completed booking request form to Doriana Cabeceiras, Coordinator, at [dcabeceiras@markham.ca](mailto:dcabeceiras@markham.ca).

## Rental Contact Information

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We would love to answer any of your questions.

**Doriana Cabeceiras, Coordinator**  
**(Rentals and Visitor Services)**  
(905) 477-7000 ext. 3263  
[dcabeceiras@markham.ca](mailto:dcabeceiras@markham.ca)

**Varley Art Gallery**  
**Front Desk Staff**  
(905) 477-7000 ext. 3261  
[varley@markham.ca](mailto:varley@markham.ca)



**We look forward to hosting your next event!**



## McKay Art Centre



197 Main St Unionville, Markham, ON L3R 2G8

Rent space at the historic McKay Art Centre located on picturesque Main Street Unionville. Once the home of Group of Seven member F. H. Varley, the McKay Art Centre is now available for local artists to rent as both exhibition and studio space.

### What's Included

- Exhibition Rentals on the ground floor of this beautiful 1850s heritage home continue to be for one-week
- Studio Rentals are for a minimum two-week duration
- Hanging System (suitable for works of art with hanging wire)
- 1 – 6ft Rectangular Table

Visit [VarleyArtGallery.ca/Galleries/McKay-Art-Centre/](http://VarleyArtGallery.ca/Galleries/McKay-Art-Centre/) for high quality images, floor plans, and available exhibition rental weeks.

# Rental Types

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## Artist Studio Rentals

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Main floor spaces are available as studios from January to March and December. The basement studio, once the studio of Group of Seven member Fred Varley, is available throughout the year (except July and August) on a per day basis. The upstairs studio is available all year round.

Studio rentals on the main floor and upstairs are offered for a minimum of two weeks and a maximum of three months. Artists may store their work and materials in the studios while renting and are provided with security access to enter and leave the building at their discretion.

Media permitted in the studio spaces include drawing, painting, photography, digital art, ceramics, printmaking, and fibre-based art. Toxic materials, including aerosol cans and oil-based paints are prohibited, and any artistic media not listed above are subject to approval by the Varley Art Gallery.

Small Studio (12 x 12 ft, up to 2 artists)	\$348 plus HST for each 2-week slot
Large Studio (13 x 24 ft, plus conservatory, up to 6 artists)	\$638 plus HST for each 2-week slot
Upstairs Studio (up to 2 artists)	\$290 plus HST for each 2-week slot
Basement Studio (up to 6 artists)	\$58 plus HST per day

# Exhibition Rentals



Artists and artist groups may rent the main floor of this beautiful Victorian-era home to host their own exhibitions. Exhibition rentals are offered from April to June and from September to early December. To ensure fair access to the exhibit space, an individual artist may book only one solo exhibition per year, unless the exhibit space becomes available and may be offered at the full discretion of the Varley Art Gallery.

Artists are responsible for the complete coordination and supervision of their exhibition. Artists are given a key and security access code to enter and leave the building, which facilitates the option of extended hours at no additional cost.

## Exhibition Days & Hours

Day	Day of Week	Operating Hours
Installation Day	Tuesday of Rental Week	1 PM to 9 PM
Exhibition (5 days)	Wednesday to Sunday	10 AM to 9 PM



Renter:  
Lisa Mason



Renter:  
Lori Ryerson



Renter:  
Markham Arts Council

## Exhibition Rentals (Continued)

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### Exhibition Fees

Artist/Community Group	\$725 plus HST
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Driveway Parking (Optional)	\$50 (flat rate)
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Note: liability insurance and SOCAN Music fees may apply.

### General Rentals



The main floor of the McKay Art Centre is also available for private and corporate events! This historic space offers character and charm, making it ideal for small gatherings and intimate celebrations, such as baby and bridal showers, wedding ceremonies and meetings.

Capacity: 16 seated (With tables), 25 seated (Theatre-style), 35 persons (Standing)

### What's Included

- 6 ft x 2.5 ft rectangular tables
- Small Galley Kitchen available for food serving only

## General Rentals (Continued)

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### Fees

During the day (10 AM to 4 PM)	\$209	Staffing Fee after hours (2 Staff)	\$52 per hour
Non-operational hours	\$52 per hour	Cleaning Fee	\$116
Supervisor	\$41 per hour	Driveway Parking (Optional)	\$50 (flat rate)

Note: liability insurance and SOCAN Music fees may apply.

### Hours of Availability

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- Availability of the rental spaces is dependent upon the Varley Art Gallery's program schedule and the main floor exhibition/studio rental program.
- The McKay Art Centre operates under the management of the Gallery. The Gallery's building is open to the public from 12 to 4 PM Tuesday through Friday, and from 10 AM to 5 PM on Saturdays and Sundays. During the summer months, the Gallery is open on Mondays from 12 to 4 PM and on Fridays until 8 PM.
- 1-hour set-up time is permitted prior to the rental start time at no additional cost. Rental duration includes take-down time.
- All rentals must end by no later than 11 PM. All guests, the client and the Gallery staff must leave the premises by this end time.

### Staffing and Security

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- All events held at the Centre require the hiring of Gallery staff. Two staff are required on the premises at all times. Staff members are present to maintain the security of the house and are not available to otherwise assist with the event.
- Additional staff, such as a Site Supervisor, may be required for a particular event at the discretion of the Gallery.

### Unloading and Loading

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- Unloading and loading for events may be done through the front entrance or back gardens. Client must notify Gallery staff in advance of preferred method to ensure that these areas are available.
- Unloading and loading will not impede the Centre's regular operations.



## Furniture and Equipment

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- Gallery staff will set up the Centre's tables as per the client's instructions. Details of furniture set up must be provided on paper to the Gallery Coordinator at least 14 days before the event. The Gallery Coordinator must approve all set-up plans to ensure that the plans are in compliance with the Fire Code and the Centre's security plans.
- Client and sub-contractors are responsible for set-up and take-down of their own equipment and rentals.
- All rental equipment must arrive and leave during the rental contract times unless otherwise pre-approved by the Gallery Coordinator.
- Client is responsible for bringing in all other items needed to run their event such as chairs, tablecloths, tableware, etc.

## See Varley Rental Section for the following:

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- Set-up/Cleaning Fees
- Food and Beverage
- Decorations and Signage
- Photography
- Cancellation Policy and Late Charges
- Insurance and Liabilities

## How to Book

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1. Applicants for rentals at the Centre are requested to complete and submit the online booking request form. The form is available at [VarleyArtGallery.ca/Galleries/McKay-Art-Centre/](http://VarleyArtGallery.ca/Galleries/McKay-Art-Centre/). Please provide your first, second, and third choices of dates on the form and return it to Doriana Cabeceiras, Coordinator, via e-mail only to [dcabeceiras@markham.ca](mailto:dcabeceiras@markham.ca).
2. After the booking request is approved, the artist(s)/client will receive a confirmation email and contract from the Coordinator to review and sign.
3. The renting of the Centre is considered final upon completion of the rental contract and accompanied with the rental deposit (50% of the rental fee). The balance of the payment is due on the first day of the booking for exhibition and studio rentals, and 30 days prior to the event date for general rentals.

## Rental Contact Information

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**Doriana Cabeceiras, Coordinator  
(Rentals and Visitor Services)**  
(905) 477-7000 ext. 3263  
[dcabeceiras@markham.ca](mailto:dcabeceiras@markham.ca)

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Front Desk Staff**  
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[VarleyArtGallery.ca/Renting-Space](http://VarleyArtGallery.ca/Renting-Space)

