



VENUE RENTAL INFORMATION AND FEES

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A. BOOKING PROCEDURES & PAYMENT

- Rentals at the Varley Art Gallery of Markham (hereafter referred to as the Varley Art Gallery or Gallery) shall be booked through the Gallery Administrator at the Varley Art Gallery: (905) 477-7000 ext. 3263.
- To reserve space at the Varley Art Gallery, a **Booking Request Form** must be completed and submitted to the Gallery Administrator for approval. After the booking request form is approved, the client will receive a contract to review and sign. The signed contract must then be returned to the Gallery Administrator with 50% of the rental fee. The space will not be reserved until the deposit is paid. The balance owing is due 1 month prior to the event start date. All forms of payment are accepted. Cheques are made payable to the **City of Markham**.

B. RENTAL FEES

	Private Rate*	Community Rate**
Florence and Donald Deacon Room		
Up to 3 hours during the day	\$400	\$280
Up to 6 hours during the day	\$798	\$559
After Closing per hour	\$150	\$105
Lobby (only available during non-operational hours)		
Rental of Lobby only (per hour)	\$150	\$105

Rental of Lobby with booking of the Florence and Donald Deacon Room (flat fee)	\$150	\$105
Courtyard		
Flat fee during the day (10 am – 5 pm)	\$500	\$350
After Closing per hour	\$150	\$105
Note: staffing fee will apply to rentals during non-operational hours		
Studio Space		
Paint Studio (per hour)	\$32	n/a
Note: staffing fee will apply to rentals during non-operational hours		

Additional Fees

Please be aware that the fees below may apply to your event.

	RATES
Set-up of gallery furniture/clean-up by gallery staff (flat fee)	\$100
After Hours Staffing (per hour)	\$78
Site Supervisor (per hour)	\$35.50
Late fee (if your event does not finish at the contracted end time)	After a grace period of 15 minutes the fee will be \$15 per each subsequent 15 minutes or segment thereof
Additional set-up time as requested by client (beyond the usual 1-hour complimentary set-up time) when available	\$75
SOCAN Music Royalties	Varies
Liability Insurance	Varies
Piano: Grotrian Steinweg (flat fee)	\$103
Wedding Rehearsal (up to 2 hours)	\$103
Exhibition 1 hour Guided Tour	\$94 per 25 individuals
Exhibition 1 hour Self-Guided Tour during public hours of operation	Complimentary
Exhibition 1 hour Self-Guided Tour during non-public hours	\$69
High Top Cocktail Tables (6 available)	\$10 each
5-ft Round Tables that sit eight comfortably (7 available)	\$10 each
4-ft Round Table (1 available)	\$10
White Folding Chairs (100 available)	\$2.50 each

* 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 (e.g., Lions Club), non-profit agencies and organizations, community arts groups (e.g., the Markham Group of Artists), other community groups (e.g., Guides, Scouts).

C. ROOM CAPACITIES

Fire regulations state the following occupancy loads:

Location	Seated with Tables and Chairs	Theatre Style Seating	Standing
Florence and Donald Deacon Room	54	70	146
Lobby	n/a	100	150
Courtyard	156	180	429
Paint Studio	43	50	120

D. HOURS OF AVAILABILITY

- Availability of the rental spaces is dependent upon the Varley Art Gallery's public program schedule.
- The Gallery's building is open to the public 11 am – 4 pm Tuesday through Friday and Sunday, Thursday evenings until 8 pm and on Saturdays from 10 am – 5 pm. During the summer months, the Gallery is open on Mondays from 11 am – 4 pm.
- 1-hour set-up time is permitted prior to the rental start time at no additional cost. As noted above under Additional Fees, additional set-up time as requested by client is \$72 per hour, when available.
- Rental duration includes 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.

E. STAFFING AND SECURITY

- Events that occur outside of regular hours of operation require the hiring of 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.
- Additional staff, such as a Site Supervisor, may be required for a particular event at the discretion of the Varley Art Gallery at a cost of \$35.50 per hour.

F. STANDARD POLICIES & CLIENT RESPONSIBILITIES

- 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 behavior of their guests.
- The client shall assume all liability for all damages to The Varley Art 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 which is 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 Varley Art Gallery is a smoke-free facility. Smoking is not permitted anywhere inside its building or outdoor courtyard.
- Rental spaces are to be left in the same condition as they were found. Gallery will provide appropriate recycling and compost bins.
- At the end of a rental event, furniture and equipment may be left no later than 4 pm the following day in a designated pre-approved location that will not interfere with Gallery operations

G. FURNITURE AND EQUIPMENT

- The Gallery will provide the following furniture and equipment upon request at no additional cost:
 - 6-ft x 2.5-ft rectangular tables (14 available)
 - 3-ft square tables (2 available)
 - 2-ft card tables (2 available)
 - Portable Standard Screen
 - Podium
 - Sound System
 - Microphone and Stand (2 available)
- The Gallery will provide the following items at an **ADDITIONAL COST** (please see Rental Fees Section):
 - High Top Cocktail tables (6 available)
 - 5-ft diameter round tables that sit eight comfortably (7 available)
 - 4-ft diameter round table (1 available)
 - White folding chairs (100 available)
- Varley 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.

H. SET-UP/CLEANING FEES

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

I. UNLOADING AND LOADING

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

J. FOOD AND BEVERAGES

- It is the client's responsibility to arrange all food and beverages for the event. Catering options will be provided by Varley Art 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 Varley Art Gallery is equipped with a fridge, beverage cooler and microwave only. The kitchen 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 Varley Art Gallery is a zero waste facility.
- In order to serve alcohol at the Varley Art 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 Varley Art Gallery. Alcohol will be consumed only in areas as indicated on the Special Occasions Permit. Additional information can be found at <https://www.agco.ca/general/general-information-special-occasion-permits>
- Only individuals with Smart Serve accreditation may serve alcohol at the Varley Art Gallery. A copy of the Smart Serve accreditation must be provided to the Gallery Administrator prior to the event date.

K. DECORATIONS & SIGNAGE

- Any decorations to be used for the rental function must be pre-approved by The Varley Art Gallery. 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. This sign will be placed at the entrance of the room(s) booked.
- The client shall not display any signage which interferes with exhibitions or displays the Gallery has installed.

L. PHOTOGRAPHY

- Photography is permitted in the rental spaces at private events only.
- Photography within the exhibition galleries is not permitted unless prior approval is received.

M. PROMOTIONAL MATERIAL

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

N. CANCELLATION POLICY AND LATE CHARGES

- 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 is unable to 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 full payment to the client.
- Client's 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 \$15 per each subsequent 15 minutes or segment thereof.

O. INSURANCE & LIABILITIES

- The Varley Art Gallery of Markham is owned by the City of Markham and therefore requires that all persons or companies renting City facilities have the insurance coverage with the following attributes:
 - A minimum of \$2,000,000 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 Varley Art Gallery. Fee varies depending on type of event, capacity and whether or not alcohol will be served.
- The client shall assume all liability for all damages to The Varley Art Gallery caused directly and indirectly by him/herself or his/her 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. The client agrees to indemnify and save the Varley Art Gallery completely harmless against any actions, claims, suits, or applications that may be brought against the Varley Art Gallery arising directly or indirectly from the client's use of the Varley Art Gallery.

P. FIRE AND EMERGENCY PROCEDURES

- In the event of a Fire or Emergency, the following regulations are in effect:
 - The Client must observe and obey the Fire Alarm Regulations
 - The function must be shut down
 - The Varley Art Gallery must be evacuated
 - The Varley Art Gallery must not be re-entered until it has been deemed safe to do so by the Fire Department

Q. PETS (Applies to Wedding Ceremonies Only)

- The Varley Art Gallery permits the client to bring in their pet dog(s) (up to 2 maximum) to participate in the wedding ceremony only. Dog(s) is/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 Varley Art Gallery staff to be disruptive to Gallery operations, the visitor and accompanying animal may be required to leave the area or the Varley Art Gallery.

Rental Contact:

Doriana Cabeceiras

(905) 477-7000 ext. 3263

dcabeceiras@markham.ca