

The Lunenburg Art Gallery Society (LAGS) is a non-profit community organization. We wish to offer our Gallery space to our Members and their friends and associates for art-related activities outside our regular March to October exhibition season. **(Applications to rent the Gallery during the regular season may be made, but each application will be subject to Board approval.)**

LAGS Membership #: _____

Renter Name: _____
(Must be a current LAGS member, 18 or over)

Renter address: _____

City: _____

Province: _____ **Postal Code:** _____

Mobile: _____

Email: _____

Purpose of Rental, describe event, area/equipment desired:

of attendees expected, if known: _____

Rentals Dates and Times, include your set-up/take-down & clean-up time; if multiple dates, list each:

FEES, HST included: Until 31 Dec 2022 Effective 1 Jan 2023

<input type="checkbox"/> Daily	\$57.50	\$74.75
<input type="checkbox"/> Weekend	\$115.00	\$143.75
<input type="checkbox"/> Week	\$230.00	\$287.50
TOTAL Paid	\$	_____

To APPLY and PAY: *(Note the 2 distinct email addresses)*

Send completed form to rentals@lunenburgartsociety.ca and make your payment to secure your booking. Until your fee is received, other bookings may be accepted for your dates.

e-transfer fees to: payments@lunenburgartsociety.ca

Please check each item below to indicate your agreement:

- I agree to leave the facilities and equipment tidy and clean, in the same condition as I found them. If I use tables and chairs, I will return them to their storage location.
- I agree that I may be charged for any excessive cleaning costs if the facilities are not left in the same condition as I found them.
- I agree that I/my group will pay for any damage caused to the facility during my rental time. I also agree that I will pay for any missing or damaged items or equipment.
- I agree that I cannot arrive earlier than the time stipulated by the House Manager; any set-up and take-down time I need is included in my booking.
- I agree that use of the kitchen is strictly limited to the equipment provided, i.e. hot water kettle, coffee-maker, refrigerator. No hot plates, toasters or toaster ovens will be used.
- I agree that no alcohol will be served on site.
- I understand I will be shown: **(a)** where to find the garbage, recycling, and brooms **(b)** how to turn down the thermostat, turn off the lights, and lock up **(c)** where the washroom is located, and that the Wi-Fi password will be shared with me.
- I will be mindful of residential neighbours when entering and exiting the Gallery.
- I confirm that smoking of any substance is not permitted on the premises.
- I acknowledge I have read the document **"LAGS COVID Protocols for Rentals"** which is posted on the LAGS website, in line with the Society's goal of honouring provincial guidelines. I/my group agree to abide by these expectations.
- CANCELLATION:** At least 72 hours' notice is required for the cancellation and refund of a one-time rental. Failure by Renter to notify the Society of cancellation as described may forfeit the rental fee.
- The Lunenburg Art Gallery Society, its employees, Officers, and Landlord, will not be held responsible for personal injury, damage to my personal items, or for the loss or theft of any items belonging to me or persons attending my event.

I have checked to indicate I have read and agreed to these items.

I agree that my group will abide by these Terms and Conditions.

Signed: _____

Date: _____