

ROOM BOOKING AGREEMENT

CONTACT INFORMATION

Primary Contact		
Organization		
Address	Postal Code	Email
Phone Number	Member? Yes <input type="checkbox"/>	No <input type="checkbox"/>

EVENT NAME: _____

BOOKING INFORMATION

Single Use <input type="checkbox"/>	Weekly <input type="checkbox"/>	Monthly <input type="checkbox"/>	Annual <input type="checkbox"/>
Time Start- <i>include set up</i>	Time Start- <i>include set up</i>	Time Start- <i>include set up</i>	Time Start- <i>include set up</i>
Time End- <i>include clean up</i>	Time End- <i>include clean up</i>	Time End <i>include clean up</i>	Time End- <i>include clean up</i>
Actual Time of event	Actual Time of event	Actual Time of event	Actual Time of event
Date	Date Start:	Date Start:	Recurring Date(s)
	Date End:	Date End:	Expires:

ROOM(S): Studio B Oceanside Gallery Concert Gallery Member's Gallery Kitchen

RENTAL RATE: _____ TOTAL HOURS BOOKED: ____ KEY STATUS: _____

ADDITIONAL CHARGES: _____ KEY DEPOSIT (\$10)

TOTAL COSTS: _____ INVOICING: One Time Monthly Quarterly

TELL US MORE (For OCAC Members Only)

Would you like us to talk about your event? Please include one or two sentences we can use on Facebook, Twitter or the website to promote your event.

Please do not put on calendar

**PLEASE READ AND SIGN THE AGREEMENT ON THE FOLLOWING PAGE.
BOOKING WILL NOT BE CONSIDERED CONFIRMED WITHOUT SIGNATURE.**

OFFICE USE ONLY:

Booking is: on booking calendar on website calendar processed for invoicing

AGREEMENT DETAILS

This agreement pertains to the usage of OCAC premises and expires when the final deposit and amount owing transaction has taken place. **Rental rates may change at any time.** A schedule of rates is available on request.

Rooms may be booked per 30-minute segments with a minimum of one hour booking. Set up and take down should be included in the booking. There will be a charge of \$20.00 for bookings that require overnight set-ups.

RESPONSIBILITIES

- The Renter is responsible for all room set-up and takedown responsibilities. A guideline of responsibilities is provided. An additional charge of \$20.00 will be made if you require us to set up and takedown.
- At **no** time is art work or displays to be moved to accommodate your room set-up. If special room configuration is needed, please discuss with the Administrator beforehand.
- The Renter will ensure that all windows and internal and external doors are securely closed and locked at time of leaving. Renter will be liable for any loss or damage resulting from breach of this obligation.
- The Renter agrees that if the kitchen is used it will be left as set out in the Renter Guidelines.
- Unless previously agreed, the Renter will be responsible for any food or music.
- The OCAC can provide at no extra cost, upon request, some or all of the following: tables, chairs, dividers, plinths, glasses, coffee urns and mugs.
- It is the Renter's responsibility to set-up and take-down these items.
- It is the Renter's responsibility to leave the location and bathrooms clean and tidy, floors swept and garbage emptied. If this is not done there will be an extra charge of \$20.00 for clean up.

KEYS AND SECURITY SYSTEM

- Should rental occur outside of gallery hours, it may be necessary for the Renter to obtain keys prior to rental.
- The MAC Administrator must review the key access and security system with each Renter prior to their event.
- Keys should be picked up no more than a week in advance and returned no later than a week following the event.

DEPOSIT

- The OCAC prefers that full payment for a room rental be made at the time of booking, otherwise a \$10 cash deposit is required and this will be held until the renter pays in full, at which point the deposit can be used towards payment.
- Should keys be required, the Renter will pay a \$10 deposit when signing out keys, to be refunded when keys are returned.
- A damage deposit of \$250.00 may be applicable for some events at the Administrator's discretion.

PAYMENT

- The Renter may pay the full amount prior to the room booking or on the day of the booking. If there is an ongoing booking, i.e. weekly or monthly, an invoice will be issued at the end of each month and payment will be required within seven days.
- If the room requires additional cleaning, or requires repair work due to damages, the Renter will be notified and invoiced for said cleaning and/or repair work.

CANCELLATION

Seven days' notice of cancellation is required; otherwise the booking rental fee will be invoiced.

LIABILITY

- The Renter acknowledges that use of OCAC premises or equipment is at the Renter's risk, and agrees not to hold OCAC, its members, staff or volunteers liable for loss or damage to Renter's person or property occurring in or about OCAC premises howsoever caused, including by negligence of OCAC, its servants or agents. Renter waives any claim Renter may have for damages or otherwise arising from any such loss.
- The Renter agrees that any serious damage (such as fire, break-in) caused to OCAC property by the Renter or a direct affiliate of the Renter could result in reparation/replacement costs.

RENTER'S GUIDELINES A copy of the MAC Renter's Guidelines is to be provided at the time of signing.

SIGNATURES:

Submissions of this request by Renter, and acceptance by OCAC will constitute a rental agreement between Renter and OCAC.

Renter's Signature _____ Date: _____

OCAC Rep's Signature _____ Date: _____