



Kimberley Arts Council – Centre 64,
64 Deer Park Avenue, Kimberley, BC, V1A 2J2 Phone: 250-427-4919
E-mail: payments@kimberleyarts.com

RENTAL RATES

STUDIO

Rental Fees: Hourly: **\$65**
Daily: **\$400**

Features:

- 1650 square feet; 55 ft x 30 ft. Capacity: 120 standing, 80 seated
- Dancing area: 1290 square feet; 30 ft x 43 ft
- Mirrors: 140 square feet; 20 ft wide x 7 ft high
- Hardwood suspended floor, dance bars
- Grand piano (additional fee **\$40/hr**)
- Large Screen and projector
- Portable stage - 6 panels of 4'X8' 16" high
- Sound System: Yamaha Stagepass 600S Powered Speakers & Stands (2)
- Lighting System Controller: DMX Monster Controller
- Projector: Epson EX9200
- Projector Screen: Aspect Ratio: [16:9] Viewable-Diagonal: 180"-Width: 157"-Height: 88"
- 171 Chairs
- 24 Round Folding Tables (30.5"), 20 Rectangular Folding Tables (6') & more tables (24 black, 24 cream-colored)
- 48 Tablecloths for the Round

THEATRE

Rental Fees: **Hourly: \$75 Daily (Mon-Weds): \$350**
Daily (Thu-Sun): \$550
Weekly: \$2000 (Ask for further details)
Monthly: \$6000 (Ask for further details)

Features:

- 1650 sq ft; 55 ft x 30 ft. Capacity: 126 seated
- Main curtains, backdrop and legs (4)
- Green room with a living space, restroom, dressing and make-up area
- Tables and chairs
- Projector: Epson EX9200
- Projector Screen: Aspect Ratio: [16:9] Viewable-Diagonal: 193"- Width: 168"- Height: 94.5"
- Lighting System Controller: ADJ LINK 4-Universe DMX- (Run by provided iPad)

Sound System:

- Yorkville SA102 Synergy Array Powered Speakers
- Yamaha MG06 Mixing Console
- Mackie DL16S 16-Channel Wireless Digital Live Sound Mixer
- Shure Microphones

- AKGD DMS100 Wireless Microphone
- And more

KITCHEN

Rental Fees: **Full Day: \$65**

Limited Use (Coffee & Tea Service): \$40 Features:

- Non-commercial kitchen
- Commercial dishwasher
- Dishes, cups, glasses, cutlery, and cooking utensils
- Fridge
- Coffee maker
- Kettle
- And other supplies
- *Limited use of kitchen rental includes supplies for coffee and tea only*

GALLERY

Main Gallery Rental: **Four-week art exhibition: \$1600**

Features:

- 1050 square feet; 43 ft x 23 ft, with an additional 7 ft lofted alcove area. Capacity: 103 standing
- Halogen Capsylite clear PAR 20, 30, 38 spots with a 97+ CRI
- Ceiling height spans two stories on one half of the gallery
- Separate temperature control
- Two-step alcove bump out (~70 square feet)

DEPOSIT, ALCOHOL SERVICE, EQUIPMENT, & INSURANCE

- Damage Deposit: **\$350** (Required for all rentals)
- Insurance coverage is required, naming Kimberley Arts Council and the City of Kimberley as the Third Party Insured.
- For events involving a bar, renters must adhere to regulations, including obtaining a special event permit for alcohol and providing us with a copy of the liquor license. Glassware rental requires renting kitchen space, with alternative bar arrangements discussed beforehand. Renters are responsible for supplying certified bar staff. Additionally, no door ticket sales or exceeding permit liquor prices are allowed, and glass is prohibited in the theatre.

**Our facilities include an accessible bathroom and a wheelchair lift,
ensuring accessibility for all guests.**

ARTS SUPPORT INITIATIVE

Centre 64 prioritizes arts-related events and offers financial assistance to make community arts programs more accessible. To apply for this support, please indicate your interest in the financial assistance section of the rental application form.

Centre 64 Rental Procedure

Thank you for choosing Centre 64 as the venue for your upcoming event. To ensure a smooth and successful rental experience, please review and follow the information outlined below:

1. Review and Sign Rental Agreement:

Please take a moment to review the short-term rental agreement provided. Once you've reviewed and signed it, our representative will also sign it, and a copy will be returned to you for your records.

2. Invoice

The invoice is attached and is due right away. You'll also receive it via QuickBooks with payment instructions. Payment options: cheque, cash, debit, E-transfer, or credit card (with a \$5 processing fee). Send E-Transfers to: Payments@Kimberleyarts.com.

3. Liability Insurance Policy:

To comply with our venue's requirements, we need a copy of your liability insurance policy. It should include both the City of Kimberley and the Kimberley Arts Council-Centre 64 as additional insured parties.

How to obtain liability insurance coverage for your Centre 64 event:

- Contact your insurance carrier or explore options with Duuo for affordable coverage at duuo.ca.
- Request a certificate of insurance for your event from your carrier.
- **The certificate is made out to:**
- The City of Kimberley and the Kimberley Arts Council -Centre 64.
- Includes our address: 64 Deer Park Avenue, Kimberley BC, V1A 2J2.
- The certificate will be emailed to you by your chosen carrier.

4. Damage Deposit:

A \$350 damage deposit is required for your upcoming event. You can settle this deposit by cheque, which will be returned or securely destroyed post-event. Alternatively, you may provide credit card information to be kept on file, with a \$5 processing fee applicable for credit card payments. Rest assured, your card will only be charged if deemed necessary, as we prioritize transparency in financial transactions.

5. Stage Lights & Sound (If Applicable):

If your event requires stage lighting and sound engineering, please coordinate with Ray Gareau, our designated light technician and sound engineer, at (250)-427-7000. Additional fees apply, with rates varying based on event type and requirements. For further details, please contact Ray Gareau directly.

6. Bar & Alcohol Regulation (If Applicable):

Renters must obtain a special event permit for alcohol and provide us with a copy. Renters must provide their own bar staff and must possess either a Special Event Server Certificate or a Serving It Right Certificate. No door ticket sales for alcohol events, and liquor prices must align with permit specifications. If glassware is rented, the kitchen space must also be rented. Alternative bar arrangements require prior discussion. Glass is prohibited in the theatre.

7. Walk-through Appointment:

Once the above steps are completed, we would be delighted to schedule an appointment for a walkthrough of our facilities and to provide you with the necessary keys. To ensure adequate time for preparations, we kindly request that all necessary documentation be submitted at least 10 days prior to the scheduled event.

Rental Requirements:

Ensure all requirements are met for a seamless rental experience. Failure to complete these steps may lead to the cancellation of your reservation.

Booking Security:

To finalize your booking at our venue, we ask for both the full rental payment and a damage deposit. Please be aware that your reservation is only confirmed once we receive the invoice payment and the damage deposit.

Technical Support

Outside of our business hours, if you encounter any issues with the lights, power, or sound, please feel free to contact the technician, Ray Gareau, at 250-427-7000. Please note that Ray operates his own independent business and will charge additional fees for his services. Unfortunately, we cannot provide specific rate information, and you will have to inquire directly with Ray regarding his fees

Thank you for choosing Centre 64. We're excited to host your event and collaborate with you for its success. Feel free to reach out if you have any questions or need assistance.



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FACILITY RENTAL AGREEMENT

Between

Kimberley Arts Council – Centre 64,
64 Deer Park Avenue, Kimberley, BC, V1A 2J2 Phone: 250-427-4919, e-mail: Payments@kimberleyarts.com

and

Name/Contact person

Company/Organization

Address

Email

Phone Number

Booking Date

Type of event

Number Of Participants

Ticket Price

Rental Date(s)

Are you Centre 64 Member?

Yes

No

The mandate of the Kimberley Arts Council at Centre 64 is to:

- To engage in and promote opportunities for community to participate in all art forms.
- To successfully operate and collaborate to maintain Centre 64 so to provide a safe and inviting space for the arts Kimberley, BC.
- To stimulate and cultivate the artistic culture of our community by engaging in the development and maintenance of relevant arts and cultural events and activities.

- To bring to the attention of civic and provincial leaders the artistic needs of our community.

Is your event in alignment with our mandate? Yes No

Indicate the equipment below that you will be using:

Grand Piano

Projector

DVD Player

Portable Stage

Stage lights

Sound System

Microphone

**Please note that for events requiring stage lights and sound engineering, Centre 64's designated technician must be booked independently. Additional fees apply, rates vary based on event type and requirements*

Are you applying for financial assistance? Yes No

If Yes, please specify below:

<u>Space</u>	<u>Date(s)</u>	<u>Start and End Times</u>	<u>Rate</u>	<u>Hours</u>	<u>Subtotal</u>

Total					

Terms and Conditions

1. Rental Requests and Confirmation

- Rental requests must be submitted at least one month in advance.
- Full payment of the rental amount and a damage deposit are required to secure the booking.
- Your spot is not confirmed without this payment.
- In the absence of advance payment, the booking may be offered to another party.
- Payment options include cheque, cash, debit, E-transfer, or credit card.
- A \$5 processing fee applies to credit card transactions.
- Advance payment for long-term rentals will be tailored to suit individual cases.

2. Rental Types

- Short-term rentals are for durations less than 6 weeks.
- Long-term rentals, extending beyond 6 weeks, can be arranged in 3-month increments.

3. Included Amenities

- Our facilities include an accessible bathroom and a wheelchair lift, ensuring accessibility for all guests.
- Theatre and Studio rentals include tables, chairs, speakers, projectors, and a microphone.
- Our theatre includes sound and stage light equipment, a green room with living space, a restroom, and dressing/makeup areas.
- Kitchen rentals include dishes, cups, glasses, cutlery, cooking utensils, fridge, dishwasher, coffee maker, and kettle. Limited use of kitchen rental includes supplies for coffee and tea only.

4. Bar and Alcohol Regulation

- Renters must adhere to regulations, including obtaining a special event permit for alcohol. A copy of the liquor license must be provided to us.

- If you plan to rent glassware, you must also rent the kitchen space. Any alternative bar arrangements should be discussed with us prior to the event.
- Renters are responsible for providing their own bar staff, all of whom must possess a Special Event Server Certificate or a Serving It Right Certificate.
- No ticket sales at the door for events serving alcohol. Liquor prices must not exceed those specified on your permit.
- No glass is allowed in the theatre.

5. Cleaning and Garbage

- Renters are responsible for cleaning and must dispose of their garbage; Additional janitorial fees or garbage disposal fees of \$40 an hour may apply if this is not done.
- We encourage sustainability practices, including recycling and minimizing waste, to ensure a positive impact on our environment.

6. Venue Use Restrictions

- Smoking is strictly prohibited on the premises.
- Glassware is not allowed in the theatre.
- Decorations that may damage walls, such as tacks, nails, and staples, are restricted. Low tack tape designed to prevent damage to the paint is permissible. Additionally, confetti is not allowed.
- Renters are permitted to use the facilities solely for the purpose stated in the agreement. Any activities outside the agreed-upon use are strictly prohibited.
- Absolutely no candles are permitted on the premises due to safety concerns. Their use poses a fire hazard and may activate the sprinkler system.

7. Compliance with Laws

- Renters are obligated to adhere to all local ordinances and regulations during the rental period, encompassing noise restrictions, parking regulations, and other applicable laws.

8. Emergency Procedures

- Detailed emergency procedures are outlined in our Rental Guide.
- In unforeseen emergency situations requiring evacuation, all Venue Rental bookings will be promptly canceled, with no exceptions. Renters will receive a full refund, prioritizing safety.

9. Walk through and Rental Agreement

- Before the initial rental date, Renters must conduct a walk through of the facilities and sign a rental agreement contract.

10. Cancellations

- Cancellations within 30 days or less of the rental date result in the forfeiture of the advance payment.
- Full refunds for cancellations are permitted up to 30 days before the scheduled event.
- Recurrent rentals that may interfere with our programming may be subject to rescheduling. Kimberley Arts Council - Centre 64 staff will provide advance notice.
- All Venue Rentals are subject to cancellation at any time by Kimberley Arts Council - Centre 64. In such cases, Renters will receive as much notice as possible, an alternate date, or a full refund.

11. Damage Deposit

- A damage deposit of \$350 is required for all rentals. The damage deposit is due immediately with a signed contract and can be paid via cheque or credit card
- The damage deposit cheque will be returned or securely destroyed within 2 weeks of the information.
rental. If credit card information is provided, it is subject to a \$5 processing fee and only charged if deemed necessary.
- The damage deposit may be withheld or charged to address costs associated with additional maintenance, cleaning repairs, or replacements required due to damages caused by the Renter or their guests. Deductions apply to fines resulting from rule violations, disturbances, or breaches of contractual agreements during the rental period. The damage deposit serves as a protective measure against both physical damages and financial liabilities arising from the actions of the Renter or their guests.

12. Insurance

- A Comprehensive General Liability Insurance of Two Million Dollars (\$2,000,000) is required for all venue rentals with Kimberley Arts Council - Centre 64.
- The insurance policy must include the City of Kimberley and the Kimberley Arts Council - Centre 64 as additional insured parties.
- Proof of insurance coverage must be submitted at least 2 weeks before the rental date.

13. Stage Lights & Sound

Ray Gareau is Centre 64's designated light technician and sound engineer and must be booked independently. Additional fees apply, with rates varying based on event type and requirements. For further details, contact Ray Gareau directly at 250-427-7000.

14. Priority Scheduling for Centre 64 Programs

- The Kimberley Arts Council - Centre 64 reserves the right to reschedule rentals to prioritize its own artsrelated activities and events. In cases where rentals conflict with Centre 64's programming, alternative dates will be offered to the renter. Renters will be notified of any scheduling changes at the earliest opportunity. If a mutually agreeable reschedule is not possible, the renter is entitled to a full refund of any payments made for the affected booking.

15. Receptions Costs for Gallery

- For opening receptions requiring a liquor license, an additional fee of \$25 will be charged. The renter will also incur charges for any food provided during the event. Additionally, costs for alcohol consumption will be calculated and charged based on the actual amount consumed during the reception. These costs will be itemized and billed accordingly.

16. Indemnification Clause

- The Renter agrees to indemnify, defend, and hold harmless the City of Kimberley, the Kimberley Arts Council Centre 64, their officers, elected officials, employees, agents, and volunteers from any and all liabilities, actions, causes of actions, suits, proceedings, demands, assessments, judgments, costs, legal, and other expenses whatsoever by any person arising out of or in any way related to the granting, existence, or enforcement of this agreement, except where liability arises as a result of gross negligence on the part of the leaser. This waiver encompasses gross negligence on the part of the renter, its agents, servants, or invitees concerning use and occupation.

17. Property Loss Disclaimer

- The undersigned Renter acknowledges that the City of Kimberley and the Kimberley Arts Council - Centre 64 shall not be responsible for any loss, theft, damage, or destruction of any property, including but not limited to personal belongings.

18. Comprehensive Waiver

- The Renter waives all claims against the City of Kimberley, the Kimberley Arts Council - Centre 64, and their representatives for injury, loss, or damage during facility use. Understanding inherent risks, the Renter voluntarily assumes all such risks and releases the City of Kimberley and the Kimberley Arts Council - Centre 64 from liability, even in cases of negligence. This waiver is broad and inclusive, with any invalid portion not affecting the enforceability of the remaining provisions. The Renter, by signing below, acknowledges understanding and voluntary agreement to these terms.



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I/We, the undersigned, HAVE READ AND UNDERSTOOD all parts of this agreement and agree to all terms and condions contained in this Kimberley Arts Council – Centre 64 Rental Agreement.

Print Name: _____

Signature of Renter: _____ Date: _____

Print Name: _____

Signature of KAC-C64 Representave: _____ Date: _____

