



Event Space Rental at 401 Richmond  
-Urbanspace Gallery-

Please fill out the attached form for review. Not all applications are approved.

**FEES**

The following charges apply for renting any space in our buildings: a **rental fee**, a **security fee** and a **damage deposit**. These charges vary depending on the type of event you are planning and are based *on the information you provide in your application*.

**SPACE RENTAL BOOKING FEE:** \$400 minimum for a 4 hour block; \$75/hour for every additional hour (rounded up to the full hour). This fee must be paid *within 2 days* of approval notice. Your event date will be held **ONLY** until this due date, after which point your requested date will be released to other interested renters—**payment by the specified due date is required to secure your booking**. *Please pay by cheque.*

**SECURITY FEE:** You are required to hire *licensed* security personnel if your event runs **beyond 9pm**. *Security requirements are to be discussed and confirmed in advance with the Event and Gallery Coordinator.*

**DAMAGE DEPOSIT: \$500**

You will be required to pay a damage deposit. It is a *refundable* deposit, insofar as the premises are deemed to be in the same condition as prior to your rental. Please pay *separately* by *cheque*.

***\*All costs related to your use of the space must be paid by 5:00pm the day before your event.\****

**INSURANCE AND LICENSES**

You are required to obtain all appropriate **insurance** and **licenses** prior to your event (including a Special Occasion Permit if alcohol will be served on the premises), and to provide Urbanspace Property Group with a copy upon request. Failure to do so may result in the cancellation of your event at the discretion of Urbanspace Property Group.

**SCHEDULING**

Our spaces are only available for rental **Monday to Friday after 5:00 pm**. *Exceptions will be made on a limited basis – please inquire.*

## **ACCESS AFTER HOURS**

Arrangements can be made to leave the front doors of the building open for public access **only until 8:00 pm on weekdays**. After this time, **you are responsible for posting someone at the front doors to let people in**. Please be reminded that ***you will need additional security after 9:00 pm.***

## **AMENITIES**

The space rental fee does not include any additional materials or equipment. The following equipment can be rented in addition from Urbanspace Gallery at the specified costs:

- Chairs: \$1 per chair, up to 130 (plus HST)
- Audio Visual Equipment: \$100 flat rate (plus HST)
  - o Includes a projector, screen and speakers (compatible with most MacBooks and PCs)
  - o Podium (with microphone), 2 cordless microphones, and iPod hookups are available upon request
- Tables (6x 3'x6') and linens (4x 152"x98"; black): no charge
- Stage: no charge
- Waste receptacles: no charge
- 4 Sign posts: no charge

There are standard power sources in all spaces. We have a limited number of extension cords and adapters available. *Please inquire and be prepared to bring your own materials for special equipment.*

Public washrooms are available in the building.

***There are no kitchen facilities available on-site. All catering must be arranged to be delivered at the time of the event, fully prepared.***

***There is no parking on-site. Paid public parking is available in the area.***

*Urbanspace Property Group is not responsible for any losses, injuries or damages that may be incurred before, during, or after your event.*

*If you have any questions or concerns, please contact Mel Patenaude, Office Administrator at [mel@urbanspace.org](mailto:mel@urbanspace.org) or at 416-595-5900 x 4010.*

# urbanspace

PROPERTY GROUP

## RULES AND REGULATIONS

- **Set Up and Take Down:** Event hosts are required to take care of all set up and take down of the event. Please ensure space is cleaned. There are recycling and garbage bins located in the basement. Please do not attempt to adjust the gallery lighting.
- **Excessive Noise:** Noise levels will be controlled by a sound technician and cannot exceed standardized levels.
- **Building Tenants:** Event hosts must ensure not to restrict access to or interfere with any surrounding spaces in the building.
- **Food and Beverages:** All food and beverages must be consumed *within the Urbanspace Gallery*. The special occasions permit only pertains to the location where the event is taking place, therefore no alcohol can be consumed or served outside the approved location.
- **Signage:** All signage must be approved in advance and removed at end of the night before you leave. Signage is only permitted on the designated metal sign boards at the 2 main entrances and on the sign posts provided. *Please do not post signs on the walls, doors or windows.*
- **SECURITY:** The safety and security of our tenants and guests is of utmost importance to us. Therefore, we ask your cooperation in ensuring the following are carried out:
  - **After 8pm**, the doors to the building will be **closed** and are to **remain closed** until the end of the event
  - We will inform our overnight staff of the event and they will be on call in case of emergency – **PLEASE notify staff if there are any issues. DO NOT attempt to handle conflicts alone.** You will be provided with the staff contact on the day of the event.
  - You **must** have a greeter stationed by the front door for any guests who are going in and out of the building **after 8pm.**
    - The greeter must be **18 years of age or older**
    - When guests wish to enter the building, your greeter **must NOT volunteer the details of the event.** Your guests must state their reason for entry and the greeter must use their discretion before allowing persons to enter
  - Please keep to the times you have requested in your application
- **DAMAGES:** Any damages to the gallery or property and/or equipment occurring during or as a result of the event are solely the responsibility of the **EVENT HOST** and the **EVENT HOST** will indemnify and hold harmless from any and all losses or claims, actions, demands, liabilities and expenses (including legal fees as between a solicitor and his own client and judicial or extra-judicial fees of advocates and notaries) in connection the Premises occasioned or caused wholly or in part by any act or omission of the Event Hosts.
- **INSURANCE and WAIVER:** Event Hosts have to provide evidence of liability insurance satisfactory to 401 Richmond Ltd. *prior* to the event. Hosts will also be asked to sign a waiver. These can be provided with the final payment **the day before the event, before 5:00 pm.**
- **CAPACITY:** The maximum capacity of Urbanspace Gallery is 150 people, 120-130 for sit down events



PROPERTY GROUP

Event Space Rental Application
- Urbanspace Gallery -

Date: (today's) \_\_\_\_\_ Name \_\_\_\_\_
Email \_\_\_\_\_ Company \_\_\_\_\_
Phone \_\_\_\_\_ Address \_\_\_\_\_
Cell \_\_\_\_\_
Fax \_\_\_\_\_

Date of Event \_\_\_\_\_ Time \_\_\_\_\_ (including setup and cleanup)

EVENT DETAILS (Provide as much detail as possible in your description of the planned use of the venue.)

Description: (use the other side of this form if more space is needed.)

\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_

Will people under the age of 19 years be in attendance? [ ] Yes [ ] No

Will there be music or other noise? [ ] Yes [ ] No

If yes, please explain:

\_\_\_\_\_
\_\_\_\_\_

Will there be food served? [ ] Yes [ ] No

If yes, please provide details:

\_\_\_\_\_
\_\_\_\_\_

Will alcohol be served? [ ] Yes [ ] No

If yes, have you arranged for all necessary licenses? [ ] Yes [ ] No

Special Arrangements: (unlocking main entrance, use of hallways, access to loading dock, equipment rental, etc.) Please specify all equipment and facility needs.

\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Fax application to: 416 595 5904

We will review your application and respond to you as soon as possible.

For Office Use Only

Approved: [ ] Yes [ ] No

Insurance: [ ] Yes [ ] No

SOP: [ ] Yes [ ] No

Date \_\_\_\_\_

Initials \_\_\_\_\_

Conditions:

\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_

Location Fee \$ \_\_\_\_\_

Security Fee \$ \_\_\_\_\_

Damage Deposit \$ \_\_\_\_\_

Other Charges \$ \_\_\_\_\_

Chair Rental \$ \_\_\_\_\_

Tables no charge

A.V. Rental \$ \_\_\_\_\_

Total Paid \$ \_\_\_\_\_