

## Muse Rental Policy



| <b>Section</b>    | <b>Date</b>                  | <b>By-Law Number</b> | <b>Page</b>          | <b>Of</b> |
|-------------------|------------------------------|----------------------|----------------------|-----------|
| General           | October 20, 2020             | 153-2020             | 1                    | 8         |
| <b>Subsection</b> | <b>Repeals By-Law Number</b> |                      | <b>Policy Number</b> |           |
| Muse Rental       | N/A                          |                      | MU-01-04             |           |

### General Conditions of Rental

1. There is to be no smoking anywhere inside the Lake of the Woods Museum (hereafter referred to as "the Museum") or the Douglas Family Art Centre (hereafter referred to as "the Art Centre") or within 10 metres of the entrances.
2. Any damages sustained by the Museum/Art Centre or Museum/Art Centre furnishings will be the responsibility of the renter. A credit card imprint will be taken at the time of booking in case of any damage.
3. In the event that liquor is served the renter of the Museum/Art Centre is responsible for obtaining the required documentation as outlined in the Municipal Alcohol Policy, within the timelines outlined in that policy.
4. The renter must remove their own property from the premises of the Museum/Art Centre as soon as possible after the event, and leave all spaces clean and in good repair. If this is not adhered to, property left behind will be put into storage and the renter will be charged for the storage upon the property's release.
5. The renter will refrain from representing themselves, explicitly or implicitly, as acting in any way on behalf of The Muse.

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- Exhibitions may not be moved, nor can anything be hung or exhibited by the renter without the permission of The Muse staff.
- All exits must be kept clear of obstructions to comply with fire regulations.
- Candles, open flames, propane, natural gas, and other flammable materials are prohibited in the Museum/Art Centre.
- Particulates, such as confetti, are not permitted in the Museum/Art Centre. Any inordinate mess following an event may result in additional cleaning and maintenance charges.
- All decor, whether hung or free standing, must be approved by The Muse.

### The Museum

#### Lobby and Display Area

- The Museum lobby and display area are available for rental for a maximum of 4 hours in the evening.
- Rental of this area of the Museum during regular museum hours may be allowed at the discretion of the Museum staff. Since it means closure of the Museum to the public during those hours, advance notice will be given to the public indicating the closure.
- The rental fee must be paid in full prior to the date reserved for the function.
- Also available, if required, and included in the rental price, are table linens, glasses, punch bowls, and various serving dishes. Kitchen facilities include a domestic-size stove, refrigerator, and dishwasher.

### Boardroom

- The boardroom is available for rent only during regular Museum hours or at the discretion of the Muse Director.

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16. Rental fees will be charged for a half or full day. If the room is rented on a regular basis by the same group (e.g. weekly), a special rate may be arranged.
17. Rental does not include access to the rest of the building. If the renter requests access to the rest of the Museum, a fee equivalent to regular group admission per person will be added to the rental fee.
18. If coffee service is provided, an additional fee will be charged.

### **Courtyard**

19. The courtyard is available for rent only during regular Museum hours and will only be rented to not-for-profit community groups.
20. Rental fees will be charged for a half day (morning or afternoon) or full day.
21. Rental does not include access to the building.

### **Rental for Photographs**

22. The Museum is available for rental for photographs only during regular Museum hours, and for a maximum of two hours.
23. In the event that the renter stays after 5:00 pm an additional charge will be levied for each additional 1/2 hour.
24. A 50% deposit is required prior to the occasion and will be forfeited in the event of cancellation or no-show. The remaining fee is payable on or before the occasion.
25. No confetti, food, or beverages are allowed in the Museum for photography sessions.

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### The Art Centre

#### In General

26. Rental of a space includes access to the washroom but does not include access to any other rooms in the Art Centre.
27. If the renter needs use of the kitchen, an additional fee will be charged.
28. If the renter would like to use Art Centre equipment, beyond tables and chairs (e.g. easels, kiln, audiovisual equipment, etc.), an additional fee will be charged.
29. The Art Centre reserves the right to grant artistic approval of the content of all events, presentations and performances. The Art Centre further reserves the right to sanction and/or prohibit any rental that involves the display of visual arts, or aspects of visual arts, which relate to the Art Centre in rental spaces.

#### Studio

30. The studio is available for rent for those conducting private arts programming activities or for artists who wish to use the studio for art creation. Different fee schedules will apply depending on whether the activity is revenue-generating.
31. Renters will provide all their own art supplies. The Art Centre will provide tables and chairs.

#### Multi-Purpose Room

32. The studio is available for rent for those conducting private arts programming activities or for non-revenue generating activities, e.g. meetings, presentations, etc.

#### Gallery

33. Galleries will be available for rent if available and if the planned activity is in keeping with the purposes and policies of the Art Centre.
34. There will be no food or beverages allowed in the galleries.

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35. The renter understands that the Art Centre may change the artwork and exhibitions at any time with no notice to the renter.

### Entire Building

36. Rental of the entire facility entails access to all public areas, including galleries, studio, washrooms, multi-purpose room, kitchen, and lounges.

### Rental for Photographs

37. The Art Centre is available for rental for photographs only during regular Art Centre hours, and for a maximum of two hours.
38. In the event that the renter stays after 5:00 pm an additional charge will be levied for each additional 1/2 hour.
39. A 50% deposit is required prior to the occasion and will be forfeited in the event of cancellation or no-show. The remaining fee is payable on or before the occasion.
40. No confetti, food, or beverages are allowed in the Art Centre for photography sessions.

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### Fee Schedule - Museum

#### 41. Lobby

|  |          |
|--|----------|
| Evening (4 hours max)                              | \$300.00 |
| \$75 charged for each 1/2 hour beyond the 4 hours. |          |
| During museum hours                                | \$300.00 |

#### Board Room

|                         |                      |
|-------------------------|----------------------|
| For 4 hours or less     | \$125.00             |
| For longer than 4 hours | \$200.00             |
| Coffee                  | \$25.00/coffee break |

#### Courtyard

|           |         |
|-----------|---------|
| 1/2 Day   | \$30.00 |
| Whole Day | \$50.00 |

#### Photographs

|  |  |
|--|--|
| \$100.00   |  |
| \$50.00 deposit required on booking              |  |
| \$25.00 charged for each 1/2 hour beyond 5:00 pm |  |

#### Punch Bowls

\$25.00/set (if removed from Museum)

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### Fee Schedule - Art Centre

#### 42. Studio

|                    |   |
|--------------------|---|
| Revenue-Generation | \$150 for 4 hours or less/day                           |
| Revenue-Generation | \$250 for more than 4 hours/day                         |
| Art Creation       | \$50/day for The Muse members; \$75/day for non-members |

For Revenue-Generation rentals, a 10% discount will be applied for multi-day rentals of 1-5 days; a 15% will be applied for multi-day rentals of more than 5 days.

#### Multi-purpose Room

|                                 |
|---------------------------------|
| \$125 for 4 hours or less/day   |
| \$200 for more than 4 hours/day |

For Revenue-Generation rentals, a 10% discount will be applied for multi-day rentals of 1- 4 days.

#### One Gallery (non-public hours only)

\$150/hour

#### Entire Art Centre (non-public hours only)

|  |
|--|
| \$800 (for a maximum of 4 hours)                   |
| \$100 charged for each 1/2 hour beyond the 4 hours |

#### Equipment use (in Art Centre)

|                       |      |
|-----------------------|------|
| Easels                | \$25 |
| Audiovisual equipment | \$50 |
| Kitchen               | \$25 |

The following will be provided at no extra charge:

Tables (10 - 5' tables available)

Chairs (80 available)

Floor lectern

Linens

Punch Bowls (2 available) - unless removed from The Muse, then rented for \$25/set

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### Review

43. The Rental Policy shall be presented by the Director to The Muse Board for review at a minimum of every three years.

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On behalf of The Muse Board

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Date