



# STATION GALLERY

1450 Henry Street, Whitby, ON L1N 0A8  
Ph 905.668.4185  
art@stationgallery.ca  
www.stationgallery.ca

Charitable Registration # 11929 7042 RR0001

## Station Gallery Facilities Rental

Thank you for choosing Station Gallery as a venue. We connect our community to arts and culture by presenting free, temporary exhibitions and a permanent collection of art works. Station Gallery conforms to Canadian Museum Standards including specific climate controls. We appreciate your respect for the standards and regulations attached, and ask that you act in accordance with the nature of our facility.

### Regulations of Facilities Use

1. No smoking is permitted in the building or on patio. A designated smoking area is available.
2. No access to office spaces or related equipment.
3. No tape or adhesive material on any walls.
4. No alteration to rental space without written permission from the Executive Director.
5. Station Gallery reserves the right to physically alter the rental space (i.e. paint walls, etc.) for gallery programming or exhibitions.
6. Station Gallery is not responsible for personal injury or damage, nor for the theft or loss of equipment of the Applicant or anyone onsite for the rental purpose of the Applicant.
7. The Applicant is responsible for the conduct and supervision of all persons on the premises during the rental period and shall see that all regulations contained in the Agreement are adhered to.
8. All exits must be kept free from obstruction in case of fire. In the event of a fire or emergency, the following regulations are in effect:
  - i. The Applicant must observe and obey the Fire Safety Plan Evacuation Procedures, as directed by SG staff.
  - ii. Station Gallery must be evacuated.
  - iii. Station Gallery must not be re-entered until it has been deemed safe to do so by the fire department.
9. The Applicant must adhere to the agreed upon arrival and departure times.



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10. An inspection of the rental space will be conducted immediately before and immediately after departure. In the event of any damages, the cost of repairing any damages to the rental premises and any additional costs for repairs will be charged directly to the Applicant. Station Gallery will contract professional technicians to repair any damages.
11. Delivery and set-up requirements must be coordinated with Station Gallery in advance, and all equipment and related items must be taken out of the building at the agreed upon departure date and time.
12. There will be a \$50 charge for all NSF cheques.
13. Station Gallery adheres to Canadian Museum Standards and seeks to maintain consistent humidity and temperatures throughout the building. It is requested that individuals using the space abide by this same standard. Gallery doors are to remain closed at ALL times. If unloading equipment, exterior doors to be closed once equipment is inside the building.

The undersigned shall assume all liability for any/all damages arising from the Applicant's use of the said premises, and agrees to observe all regulations of Station Gallery as outlined in this Rental Agreement.

The Applicant agrees to indemnify and hold Station Gallery completely harmless against any actions, claims, suits, or applications that may be brought against Station Gallery arising directly or indirectly from the Applicant's use of Station Gallery.

No booking is confirmed unless an agreement has been signed by an authorized representative of that group, the contract has been approved by an authorized representative of Station Gallery, and an invoice has been paid.

You will be sent a confirmation upon the approval of your application.

My signature below, confirms that I have read and understand the Facilities Rental Regulations, and I hereby agree to abide by them.

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Name

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Title

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Signature

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Date