



# Facility Rental Agreement

1450 Henry St  
Whitby ON, L1N 0A8  
(905)668-4185  
art@stationgallery.ca  
www.stationgallery.ca  
CR #119297042RR0001

## Contact information

Name: \_\_\_\_\_  
Organization & Position: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
Telephone: \_\_\_\_\_

## Dates & Times

Date of Rental: \_\_\_\_\_  
Event Start time: \_\_\_\_\_ Event End Time: \_\_\_\_\_  
Arrival Time: \_\_\_\_\_ Departure Time: \_\_\_\_\_

*\*Arrival & departure time should be based on time needed for set-up & clean-up\**

## Event Details

Event Type: \_\_\_\_\_  
Number of attendees: \_\_\_\_\_  
Is the event publicly advertised or Private (invite only): \_\_\_\_\_  
Will you be serving food, if so will you use a caterer: \_\_\_\_\_

*\*Station Gallery does not arrange glassware, tableware, linen, or catering services, and no on site kitchen is available. We are happy to provide you contact information for any local options\**

How many chairs will you need? (75 Max): \_\_\_\_\_  
How many tables (4-Six foot & 6-Four foot): \_\_\_\_\_  
Cruiser Tables (6 max): \_\_\_\_\_  
TV on rolling stand: \_\_\_\_\_  
Display Easels: \_\_\_\_\_  
Other Equipment (please specify): \_\_\_\_\_  
\_\_\_\_\_

*\*Note: Space restrictions do not allow us to have all tables and all chairs set up at the same time\**

## Alcohol Details

Will you be serving alcohol, if so will it be open or cash bar:

---

*\*All events where alcohol is present require a Station Gallery provided bartender. Any event over 30 people require 2 bartenders. Bartenders are \$25/hr, min of \$150. Station Gallery provides all alcohol, outside liquor is not permitted on site\**

Drinks Available—Please check off all you would like served—Alcoholic drinks are \$8 & non-alcoholic are \$2

Wine	Beer	Non-Alcoholic
<input type="checkbox"/> Oyster Bay Pinot Grigio	<input type="checkbox"/> Town Brewery—Quick One	<input type="checkbox"/> Coke
<input type="checkbox"/> Oyster Bay Pinot Noir	<input type="checkbox"/> SteamWhistle	<input type="checkbox"/> Ginger Ale
<input type="checkbox"/> Oyster Bay Rose	<input type="checkbox"/> Coors Light	<input type="checkbox"/> Sprite
		<input type="checkbox"/> Diet Coke
		<input type="checkbox"/> Perrier
		<input type="checkbox"/> Water

## How did you hear about Station Gallery?

---

---

## Notes

---

---

---

---

---

---

*4 hour rental including set-up & take down is \$600 + extras*

*More than 4 hours is considered a full day rental, \$1200 + extras*

*We are a public gallery, and are open to the public Mon-Fri 10am-4:30pm, Thurs 10am-9pm & Sat Noon-4pm.*

*Rentals requested outside of regular operating hours, must be special requests*

*Layout must be submitted a minimum of 1 week in advance*

Signature

Date: