

INTRO:

The Art Bar +Projects (referred to herein as "ABP") is programmed and booked exclusively by NSCAD University's Anna Leonowens Gallery (referred to herein as "The Gallery"). All event booking requests and details – including equipment requests and bar service- must be arranged, in writing, through The Gallery. The bar service is exclusively operated by the NSCAD Alumni Association (referred to herein as "The Alumni") unless otherwise negotiated with NSCAD University and the Alumni.

THIS DOCUMENT APPLIES TO:

- All departments of the University
- Any non-University organization wishing to use Art Bar +Projects

CONTACTS:

Detail on procedure and application can be made to:

Andrew Neville, Public Projects Coordinator

aneville@nscad.ca, 902-494-8223

Melanie Colosimo, Director of Anna Leonowens Gallery Systems

mcolosimo@nscad.ca, 902-494-8184.

DEFINITIONS:

External events: Where the majority of participants are **NOT** NSCAD Faculty, Students or Staff

Space: Art Bar +Projects, 1873 Granville St., Halifax, NS

User: Applicant or client for space use

The Gallery: Anna Leonowens Gallery

(The) Alumni: NSCAD Alumni Association

ABP: Art Bar +Projects

Day: Business days

A) BOOKING PRIORITY:

Bookings are made, in general, on a first come first serve basis. Booking requests will be given the following priority order:

- 1) Anna Leonowens Gallery
- 2) Class/ Faculty programming
- 3) Alumni Association Programming
- 4) SUNSCAD sponsored events
- 5) External Events

The Gallery reserves the right to reject a booking due to staff availability, scheduling conflicts within the community, conflict of interest or conflict with the policies of NSCAD University as published on nscad.ca. The decision of The Gallery is final.

B) BOOKING REQUESTS & CANCELLATIONS:

1. Requests must be made at least three (3) weeks in advance and no more than three (3) months in advance.
2. Requests must be made in person or by email to aneville@nscad.ca with **Form 'A'** completed in its entirety. **(see page 3)**
3. Requests will be confirmed within five (5) days of submission unless otherwise communicated by The Gallery staff.
4. The User may cancel their event **up to** 48 hours of the set-up time without penalty. Any event cancelled **within** 48 hours of the set-up time will be subject to the cancellation cost as listed on the confirmed booking form.

NOTE: *In the event that an unforeseen emergency or a disaster situation arises for the User or the Gallery, the Gallery reserves the right to cancel or to re-schedule the booking to accommodate existing programming in consultation with The User. The Gallery reserves the right to cancel an event without notice if it is*



revealed that the event could be hazardous to visitors or is in conflict to current criminal or civil law. Any costs related to the cancelled event will be the responsibility of The User.

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C) RESPONSIBILITIES, PROMOTION & REQUESTS

- 1) Before the event, Users of the space will be responsible for:
 - i) Submitting all requested forms to The Gallery;
 - ii) Submitting promotional materials to The Gallery;
 - (a) Provide The Gallery with a 300 dpi promotional image, press statement and if necessary a short description of the organizer/user.
 - 2) The User must follow up with The Gallery a minimum of 24 hours in advance of the booking either by phone or email.
 - 3) During and after the event, Users will be required to:
 - i) Remain onsite for the duration of the event;
 - ii) Follow the "Campsite rule", aka: leave no trace. Users are responsible to return the ABP to its original condition at the time of set-up. Failure to return the space to its original condition will result in a fine imposed on The User by the Gallery.
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D) COSTS

- 1) The Gallery reserves the right to amend the booking fee during the event if the event becomes over populated (beyond the scope of the occupancy listed on Form 'A') or end an event early if the event is under attended. If the event is cancelled after it has started due to low attendance, The Gallery and User may negotiate a discounted fee.
- 2) The base cost of renting the ABP is **\$300** plus the following:
 - i) **\$15** per hour per attendant needed, minimum amount of time is 3 hours, one attendant is needed for every 50**people expected to attend
 - ii) **\$30** per hour for bar service plus **\$15** per hour per additional bartender, minimum amount of time is 3 hours; one bartender is needed for every 50 people expected to attend.
 - iii) **\$5** per hour if a projector is needed; minimum amount of time is 3 hours.
 - iv) **\$25** per hour if the event requires extra security hired for the evening; minimum amount of time is 3 hours.
 - v) **\$80** flat rate for seasonal patio (adds additional 40 occupants when allowed by permit).
 - vi) Alcohol can only be served following strict guidelines, which conform to the Alumni's policy and license for these matters. Please contact The Gallery should you wish to include a special liquor or custom cocktail at your event.
 - vii) Alcohol beyond the regular inventory of the ABP is purchased through the Alumni at the **expense of the User** (Special cocktail).
- 3) All payments must be submitted within 30 days of invoice. ***

* Rental fee will be waived for non-profit, but staffing cost will remain.

** Maximum capacity of the ABP is 100 people

*** All cheques are to be made out to "NSCAD ALUMNI ASSOCIATION"

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E) INSURANCE

- 1) Depending on the type of event The User may be required to provide \$2M General Commercial Liability insurance.
- 2) The User's own equipment that is brought into the ABP is not insured under the Alumni insurance.
- 3) Items left behind or stored items are not covered under the Alumni insurance.

I, The USER, have read and agree to the terms listed above.

Name

Date



Organization: NSCAD Not For Profit Other

Event Date: _____

Other: _____

Event Time:
_____ start _____ end

Type of Event: _____

Set Up Time: _____

Contact Name: _____

Estimated Attendance: _____

Phone: _____

CONFIRMED:

(date) :

(Staff):

E-Mail: _____

Describe the event, set up and any equipment you will need or are bringing:

Check List: <i>Please check all that may apply to your booking. See page 2&3 for cost estimates.</i>	
Bar Service	<input type="checkbox"/>
PA and Mic	<input type="checkbox"/>
Podium	<input type="checkbox"/>
Projector	<input type="checkbox"/>
# of Chairs	_____
Patio access	<input type="checkbox"/>
# of Tables	_____
Quote:	_____

Rental Fee + Hours For External Organizations	<input type="checkbox"/>
Fee Waved	<input type="checkbox"/>
If cancelled within 48hrs of the event the User must pay:	\$ _____
Please see attached booking policy for information on rental rates and fees.	
As the event organizer I have read the above booking policy and agree to the terms of this booking.	
Signature	_____
Date	_____