



**Facility Rental**

	Regular	Not-for-Profit
<b>CANNON GALLERY</b>		
Full Day (max 10 hours)	\$650	\$450
Partial Day (max 4 hours)	\$390	\$290
<b>JAMES GALLERY</b>		
Full Day (max 10 hours)	\$450	\$350
Partial Day (max 4 hours)	\$275	\$175
<b>JAMES AND CANNON GALLERIES</b>		
Full Day (max 10 hours)	\$1000	\$700
Partial Day (max 4 hours)	\$600	\$400
<b>COURTYARD (May – Oct.)</b>		
Full Day (max 10 hours)	\$1000	\$700
Partial Day (max 4 hours)	\$600	\$400
<b>ENTIRE FACILITY</b>		
Full Day (max 10 hours)	\$1600	\$1200
Partial Day (max 4 hours)	\$1100	\$800
<b>FILM Location</b>	\$3000 minimum fee	

License Deposit (non-refundable)	30 % of rental fee
Damage Deposit	\$300
Cancellation (30 days prior to the event)	30% of rental fee
Exceeding Agreed Upon Time	\$75 per hour
Note: Events exceeding 4 hours will be charged Full Day rate.	
Event infrastructure (tables, chairs etc)	Costs as incurred
Additional Staff Onsite*	\$30 hour per staff member
Incomplete clean-up of the facility	\$100
Damage to the facility, exhibitions, artwork.	Costs as incurred

Additional Expenses

<b>Equipment List</b>		
<b>Item Amount</b>	<b>Item</b>	<b>Fee</b>
1	Basic PA System	\$50
25	Rectangular Folding Table 6 x 2.5 feet	\$8 each
3	Round Folding Table 2.5 feet diameter	\$8 each
50	Folding Chairs	Free
	Basic Lighting	Free



HAMILTON ARTISTS INC  
ARTIST RUN CENTRE

## Facility Rental

### Operating Hours

The Inc is open to the public Wednesday to Saturday 12-5pm Fridays 12-6pm. Events may be scheduled before, during (dependent on exhibition schedule) and after our public hours, between 8:00 am and 12:00 am. Please note all rental availabilities are dependent on the exhibition schedule.

### Catering

The Inc. does not have a licensed kitchen. Food preparation for events must be made off-site in a licensed food preparation facility and the renter must obtain appropriate permits for food if hosting a public event. Please note that under City of Hamilton Public Health by-laws, no food preparation is allowed on site. All food must come already prepared

### Alcohol & Liability Insurance

Please note, if you are serving alcohol, our rental clients are required to purchase the alcohol and special occasion permit, hire smart serve certified bartenders and purchase liability insurance, which can be purchased through [PAL Canada](#).

### Staff

Rental rate includes one staff member on site for the duration of the event. Additional staff may be assigned at the request of the renter or at the discretion of the Inc. The additional cost will be added to the agreement.

### Holiday Rates

Please note that special rates apply for the use of the venue during statutory holidays, which are as follows: New Year's Day, Family Day, Good Friday, Easter Monday, Victoria Day, Canada Day, Civic Holiday, Labour Day, Thanksgiving Day, Christmas Day, and Boxing Day.

