

RED LAKE REGIONAL
HERITAGE CENTRE

Rental Application Form

Please complete and return to the Heritage Centre

Red Lake Regional Heritage Centre
P.O. Box 64, 51A Highway 105, Red Lake, Ontario P0V 2M0
Tel: (807) 727-3006
E-mail: heritage@redlake.ca

Applicant's name: _____ Business Name: _____

Address: _____ Phone # _____ Email: _____

Billing Address (if different from the above address): _____

Date(s) requested: _____ # of people expected: _____

Purpose of the Rental: _____ Start time: _____ Finish time: _____

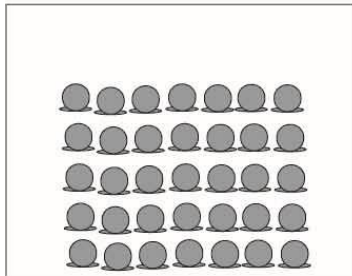
Room Requested:

Main Gallery Board Room Entrance Hall Way

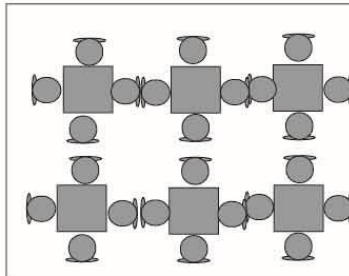
Room Set-up Requested:

Theatre Style Banquet Style Meeting Room Style U-Shaped Style

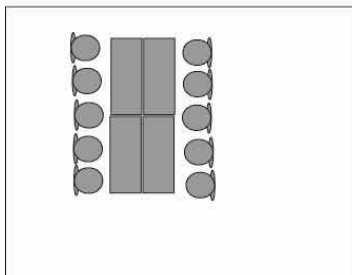
Theater Style



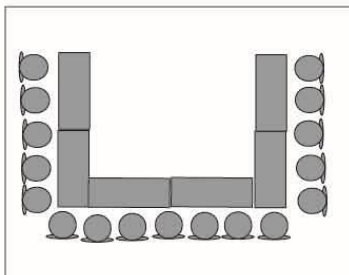
Banquet Style



Meeting Room Style



U-Shaped Style



Additional Requirements:

Projector Podium Microphone Laptop Sound System

Blu-Ray/DVD Player Flip Chart Use of Kitchen Smart Serve Table Clothes

Coffee Service: 8 cup pot 40 cup pot Tea Service

Food Service Set-up: Additional tables needed for food Number of Tables Required: _____

Applicant's signature: _____ Authorized Official (Heritage Centre): _____

Date: _____

The Red Lake Regional Heritage Centre is a charitable organization funded by the Municipality of Red Lake and the Ontario Ministry of Tourism, Culture and Recreation. Reg # 87315 2714 RR001

Rental Agreement Form

In order to rent space within the Red Lake Regional Heritage Centre (RLRHC) the renter must comply with the following rules:

1. The RLRHC reserves the right to change rates and regulation without prior notice. In addition to room rates, renters will be also be charged for set up and take down, as well as equipment rentals & any other added features.
2. Capacity is based on facility space. The RLRHC has four rooms available for rent. The maximum occupancy for each room is as follows (Note: the actual number of individuals may vary depending on the style of set up chosen).
 - a. Main Gallery – 99 individuals
 - b. Temporary Gallery – 59 individuals
 - c. Main Entrance Hall – 80 individuals
 - d. Board room – 12 individuals
3. The RLRHC follows the municipal regulations for serving alcohol on the premise. If the renter is interested in doing so, they must fulfill the following requirements:
 - a. Obtain a 'Special Occasions' permit and submit a copy of the permit to the Director of the RLRHC at least 10 days prior to the event.
 - b. Provide proof of a third party liability policy of no less than \$2,000,000 per event. A certificate of insurance shall be provided to the Director of the RLRHC at least 10 days prior to the rental period. The municipality must be added as an additional insured.
 - c. Have acquired the services of a person to dispense alcohol. This person must have the Smart Serve designation. Proof of certification must be provided to the Director of the RLRHC at least 5 business days prior to the rental period.
 - d. The renter is responsible for providing signage (including a copy of the Special Occasions Permit, Smart Serve card and liability insurance) on the day of the rental. For more information on the required signage please see the Municipal Alcohol Policy.
4. Smoking is not permitted at any time within the RLRHC or within a 9 meter radius of any entrance way.
5. All exits must be free from obstruction and must remain visible throughout the event.
6. The RLRHC is not responsible for personal injury, damage, loss, or theft of personal property or equipment.
7. A notice of cancellation must come forty eight (48) hours in advance of the event. If notice is not given within that timeframe, a fee will be charged to the renter. This fee is based on the agreed upon rental estimate.
8. All events must meet the standards as indicated by the following government agencies:
 - a. Municipality of Red Lake
 - b. Ontario Fire Code
 - c. Ontario Building Code

9. All set up methods and decorations must be approved by the RLRHC. Renters should in no way interact with the displays, artifacts, or panels without getting the prior approval of Heritage Centre staff. The renter will be responsible for any damage done to equipment, displays, artifacts or panels, as determined by the RLRHC Director and Board of Directors.
10. The renter only has access to the room(s) they have rented. They may not enter the storage facilities, electronics room, and office space or janitor closet without prior consent from the Director of the RLRHC.

I have read and understand the rules and regulations in regards to the renting space within the RLRHC:

Signature: _____ Date: _____

Exhibits / Appendices / Forms

Schedule of rates

AVAILABLE SERVICES	FEES (+ 13% HST)	
	BUSINESS HOURS 9:00-5:00	WEEKENDS OR AFTER HOURS, 5:00pm-11:00am
Main Exhibit Gallery Capacity: 99 theatre-style, 40 banquet style, 32 u-shaped	Daily: \$200/day \$25 for each additional hour Hourly: \$30 for first hour \$20 for each additional hour	Daily: \$200/day Hourly: \$35 for first hour \$25 for each additional hour
Temporary Gallery Capacity: 59 theatre-style, 24 banquet style, 15 u-shaped	Daily: \$125/day \$25 for each additional hour Hourly: \$30 for first hour \$20 for each additional hour	Daily: \$200/day Hourly: \$35 for first hour \$25 for each additional hour
Boardroom Capacity: 12 around table	Daily: \$100/day \$25 for each additional hour Hourly: \$30 for first hour \$20 for each additional hour	Daily: \$150/day Hourly: \$30 for first hour \$25 for each additional hour
Lobby (evenings & weekends only) Capacity: 80 standing room only Ideal for simple receptions	<i>Available weekends & after hours only</i>	Daily: \$200 Hourly: \$35 for first hour \$25 for each additional hour
Add on Lobby to your event	Flat rate \$50.00	Flat rate \$50.00

Additional fees and charges

AVAILABLE SERVICES	FEES (+ 13% HST)	
	BUSINESS HOURS 9:00-5:00	WEEKENDS OR AFTER HOURS, 5:00pm-11:00am
Technical Equipment (Projector, laptop, sound system, DVD/Blu-ray player)	\$30/day each	\$30/day each
Flipchart and markers	\$10/day	\$10/day
Coffee & Tea Service	40 Cup Pot: \$40 8 Cup Pot: \$14; and \$10 for each additional pot	40 Cup Pot: \$40 8 Cup Pot: \$14; and \$10 for each additional pot
Use of Fridge and Stove	No charge	No charge
Setup/Take down Cost will be based on the amount of time to set up and clean up	\$25/hour	\$25/hour
Smart Serve	\$18/hour	\$18/hour

Refreshments: We can assist you in arranging refreshments for your event. Please contact us for details.

Alcohol: The Red Lake Regional Heritage Centre is a Municipal building and therefore strictly adheres to the Municipal Alcohol Policy. Please refer to the policy located at: <http://redlake.ca/policy/getFile.php?a=82>. We require 30 days' notice prior to an event that serves alcohol.

Cancellation Policy: 48-HOUR notice is required for a cancellation or application will be charged for booked time.

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