



AX Gallery Rental Contract

Thank you for renting our gallery space, we're excited to host you and your guests!

AX is pleased to offer gallery rentals (up to 4 hours) of our gallery space or patio to the public at a fee of \$175 (including tax) and to non-profit organizations for a fee of \$125 (including tax). This does not include catering. Please coordinate catering for your event directly with Knocks Cafe by emailing knockscafe@gmail.com or calling 506-432-5120 [Here you can find information on the gallery dimensions](#). We have 7 plastic folding tables, 45 folding chairs, a screen, projector, and some basic audio equipment that you may borrow, but we ask that you notify us of your needs in advance.

As a gallery renter, you agree to the following terms:

- Any artwork present in the gallery at time of rental must not be touched or moved. We will do our best to arrange artworks in a way that makes the space more accommodating for your function.
- No food or drinks can be placed on plinths or displays that are housing art.
- The Gallery must be left in the same state you found it in
 - a. Dirty dishes must be removed (if Knocks is catering, they will deal with this)
 - b. Floors must be swept at the end of your rental period. (a broom can be found in the closet near the entrance to the gallery)
 - c. Chairs must be folded against the gallery wall at the end of your rental, being mindful of the artwork in the gallery.
- Payment is due 10 days before the day of the gallery rental, and can be paid in cash or cheque at the centre, or sent via e-transfer to execdirector@axartscentre.ca ● There will be an additional \$25 charge if you fail to clean up at the end of your rental.

Please call Melanie at 506-433-8351 or email her at execdirector@axartscentre.ca to check availability and book your rental date.

RENTER INFORMATION

Name: _____

Address: _____

Town/City: Province/State: _____ Postal/Zip Code: _____

Email: Phone Number: _____

EVENT INFORMATION

Date:

Time:

Number of People:

Will you require tables or chairs in the gallery? How many? How would you like them arranged?

Will you require a screen or audio equipment set up in the gallery?