



ArtsForward

FACILITY RENTALS 2025-2026

Contact Name _____

Group/Organization _____ Member Non-Member

E-mail _____ Phone# _____

Physical/Mailing Address _____

Date(s) Requested: _____ Time required: _____ to _____

Rental Purpose: Business (Ex: Training/Meeting/Classes/Church Service/Other) Personal (Ex: Funeral/Baby or Wedding Shower/Family Gathering/Wedding/Social/Other)

Please provide details of use for rental: _____

Attendance Expected: _____ persons (Max Capacity 100 ppl)

Will liquor be served: Yes No Have you obtained your Liquor Permit? Yes No (copy to be provided)

Area(s) Requested:

Kitchen & North Room North Room Only Gallery Boardroom

Items Required:

- Tables – No Charge – Must be set up/taken down by renter. \$50 surcharge if not completed properly.
- Chairs – No Charge – Must be set up/taken down by renter. \$50 surcharge if not completed properly.

Media Requirements: \$25 per item

Screen Projector TV Microphone/stand/cords Speakers Table Cloths (\$5 each)

Require early access for setup/decorating? Yes No \$50 surcharge

Any Other Special Requirements: _____

*This facility is monitored by video surveillance for the safety & security of all guests and property.

TERMS OF RENTAL ARE LISTED ON THE REVERSE OF THIS FORM. BY SIGNING BELOW, YOU AGREE TO THESE TERMS.

I understand that any violation of these policies and conditions, including the regulations of an occasional permit for liquor, or any active public health orders, can result in immediate vacating of the premises without refund and a permanent ban from renting the facility.

Applicant Signature _____ Date _____

Business Rentals	Gallery		North Room		Boardroom		Kitchen Only	
	Full Day	Half Day*	Full Day	Half Day*	Full Day	Half Day*	Full Day	Half Day*
Member	\$140	\$80	\$140	\$80	\$80	\$40	\$100	\$60
Non-Member	\$180	\$120	\$180	\$120	\$120	\$80	\$140	\$100
Personal Rentals								
	Gallery, North Room & Kitchen			North Room & Kitchen Only				
	Full Day		Half Day*		Full Day		Half Day*	
Member	\$280		\$180		\$210		\$140	
Non-Member	\$320		\$220		\$250		\$180	

* Morning half day ends at noon. Afternoon half day ends at 5 pm. Evening half day is 6 pm or later.

POLICIES FOR USE OF ARTSFORWARD FACILITIES

- Cancellation policy:** Notice of at least 48 hours is required for cancellation. Renters will be charged according to the signed contract if adequate notice is not received.
- Under no circumstances should the rental handle the artwork or the hanging wires and hooks in the gallery.** If there is a problem with the art, please contact the administrator or emergency contact. There will be a \$450 fee charged if the event requires the art to be removed from the gallery.
- Renters are liable for any damage to artworks or to ArtsForward property.** Please note the condition of the facility upon entry. If you note any damage, problems, or condition issues, these must be reported to ArtsForward prior to your event or you may be held responsible. Damages in excess of the \$250 damage deposit will be charged to the renter.
- There is no caretaking service.** Users are required to maintain the rented space, including washing all tables and putting them away, stacking all chairs and putting them away, tidying bathrooms, washing dishes/cleaning kitchen, mopping spills, sweeping floors, locking up, and placing garbage in dumpsters. There will be a cleaning fee of \$250 applied if required.
- Do not** insert tacks or pins into the walls. **Do not** suspend any items from the track lighting. Any confetti, party supplies, wires or adhesives must be removed **COMPLETELY**.
- Users will only access the spaces designated in the contract plus the washrooms, **NO ENTRY IS PERMITTED TO ANY OTHER AREA OR ROOM IN THE FACILITY.**
- Rentals include use of tables from the north room table closet, chairs from the stacks beside the stage, garbage cans, and kitchen facilities. No outside furniture is allowed to be brought into the facility. Renters must supply their own disposable materials, including but not limited to office supplies, coffee, and disposable dishes.
- Users must provide proper supervision for children during rentals and events.
- Users leaving equipment in the building are advised to carry their own insurance on this equipment.
- ArtsForward accepts no responsibility for damage to personal property. Use of ArtsForward facilities is at your own risk.
- Access may be restricted during exhibitions where the gallery may not be used at all. When there is gallery access, the use of decoration may be restricted and must be approved in advance.
- There is no option for Gallery & Kitchen rental without the North Room rental.
- Additional fees apply if you require assistance with setup or takedown, or use of audiovisual equipment.
- Please contact ArtsForward 3-5 days prior to rental for information on how to access the building outside of business hours.
- A \$250 damage deposit is required for all rentals. The damage deposit will be refunded to the renter once ArtsForward Administration has inspected the facility after its use. Everything must comply with the attached policies for use to have the damage deposit fully refunded.

OFFICE USE ONLY

Total fee for rental: _____

Additional Notes: _____

Approved by: _____ Date _____

Date Deposit Received: _____

Date Rental Received: _____

Date Deposit Returned/Notes: _____

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