

Williams Mill Community Room Rental – Studio M8

The Williams Mill Visual Arts Center (the Mill) makes available a 400 square-foot studio for short-term rentals by artists, and others for the purpose of conducting seminars, classes, meetings and other activities that are related to the visual arts. The room is located on the second floor of the Yellow Mill at the Williams Mill Visual Arts Center, 515 Main St, Glen Williams, Ontario, L7G 3S9. The facility is known as Studio M8, and the use of the studio is managed through the Williams Mill Gallery. The gallery is open Wednesday through Sunday from noon to 5 p.m. The telephone number is 905-877-8203 and the e-mail address is gallery@williamsmill.com.

The Williams Mill makes this room available as part of the fulfillment of its mandate to promote the visual arts in and around Halton Hills, and to assist artists in the development of their careers.

Rental Time Units: (seven days a week)

8:00AM – 1:00PM

1:00PM – 6:00PM

6:00PM – 11:00PM

Cost for a single day or a partial day

The cost is \$20 per Rental Time Unit. When booking 2nd and 3rd consecutive time units in the same day, the 2nd time unit will be reduced to \$18, and the third to \$15. These prices are subject to GST.

Extended Rental periods

Studio M8 may also be rented for an extended series of Rental Time Units. For example, the room may be rented for a series of days or a series of time units on successive days. The days do not have to be consecutive

A key limitation, when a series of time units is applied for, is that the rental agreement will be subject to a negotiated termination date. In considering a request for renewal, the gallery manager would move to give preference to other parties who may desire the same, or similar, time units. The purpose of this limitation is that the Williams Mill wishes to be fair to,

and attempt to accommodate the widest segment of the arts community in Halton Hills. Decisions on allocating available time units to applicants are at the total discretion of the Williams Mill Gallery Manager.

Rental Conditions

All bookings are to be made through the Williams Mill Gallery during normal open hours.

Payment is to be made in advance, and upon payment, a key to Studio M8 (and to the building front door) will be signed out. The keys are to be returned to the person on duty in the gallery during the next gallery open day, or the one following, and signed back in. Special key arrangements may be made for persons renting for extended periods.

The Williams Mill Visual Arts Center reserves the right to cancel a booking, with no prior notice, if it is deemed that the use to which the room is being put is inappropriate. A decision to cancel a booking is at the sole discretion of the Williams Mill Gallery Manager.

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Rental Agreement

It is agreed that the Williams Mill Visual Arts Center will rent Studio M8 to _____, for the following Rental Time Units for the some of \$ _____ (including GST). (Circle the appropriate Rental Time Units.)

Day and Date _____	8am to 1 pm	1pm – 6pm	6pm to 11pm
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Day and Date _____	8am to 1 pm	1pm – 6pm	6pm to 11pm

The renter agrees to abide by the following conditions:

- Windows are to be closed when you leave
- Lights in the studio are to be turned off when you leave.
- When leaving the building in the evening -- any time after late afternoon -- it is important to determine if any people are in other studios on the main floor or the second-floor. If others are present, leave the hall lights on but lock the main front door. If no other people are present, turns the hall lights off **and** lock the main front door.
- There is to be no smoking in the building or under the awning outside the front doors.
- Children 16 and under are to be supervised by an adult at all times.
- When booking a room, applicants will always be asked to indicate the maximum number of people that will be in attendance. The Mill reserves the right to limit the number of people and the limit may be different depending on whether attendees are adults or children.
- As the Mill has no garbage pick-up, we require that your garbage be taken with you. (The artists in all studios remove their own garbage.)
- Upon leaving the studio the furniture is to be left as specified in the floor plan that is posted inside the studio.

At the prices being offered it is impossible to provide janitorial service after each use. Accordingly, the room is to be left clean and tidy, and furniture returned to designated arrangement. (See furniture arrangement plan posted in the studio near the entrance). For general maintenance, management will provide janitorial service once each week. Each group using the room must recognize that this is supplementary to their own cleanup - not a replacement.

I have read the above conditions and I agree to them all:

Signature of renter: _____ Telephone: _____

Date: _____ Email: _____

For the Williams Mill _____ Date: _____

Receipt Number for the Record of Payment: _____