



Button Factory Arts
25 Regina Street South
Waterloo, ON N2J 1R8
519-886-4577 buttonfactoryarts.ca

Office Use:

FACILITY USE AGREEMENT

Organization/Name:

Address:

Phone:

Email:

Event Information

Event Date:

Event Duration:

Event Type:

Event Dates

1)

2)

3)

4)

If more dates are required please

RENTAL INFORMATION

Rental Room

Duration

Fee/Hour

Total(s)

Downstairs Studio B

\$ 45.00

\$ -

2nd Floor Performance Space

\$ 45.00

Studio B

\$ 45.00

\$ -

\$ -

Extra

Quantity

Fee

Total(s)

Piano

\$ 15.00

Stage

\$ -

Sound System

\$ 10.00

Theatre Lights

\$ 10.00

House Manager

\$ -

Staff (Downsatirs Studio B)

\$ -

Additional Comments:

piano needs to be unlocked

Total Cost:

Date:

Deposit:

Balance Due: \$ -

Date:

Balance Paid:

Key Pick-Up Date:

Key Return Date:drop box

I, the lessee acknowledge by signing below, that I
have read and agree to facility terms.

Lessee's Signature:

Organizational Membership Expiry:

BFA Rep Signature:

Facility Use Agreement Conditions

- 1** Use of the Button Factory Arts (hereinafter referred to as BFA or the facility) is conditional on signing this facility use agreement.
- 2** Maximum attendance in any area of the facility shall be governed by fire and occupancy regulations and shall not exceed the posted limits. Exits and exit signs must be kept free from obstruction at all times.
- 3** At no time during the lessee's designated period of occupation shall the building or any floor of the building being used by the lessee be left open and unattended.
- 4** In instances where a facility key(s) are issued the lessee is responsible for the return of the key(s) at the end of the rental period, or as specified in the agreement. Failure to do so will result in the payment of key deposit (\$25 non-refundable) and could result in the cancellation of future privileges. Please note: Key return date on contract. Under no circumstances may the key(s) be copied.
- 5** The lessee is responsible for locking of access doors at the end of the rental period.
- 6** The lessee is responsible for basic cleaning and any garbage created. Garbage is to put in sturdy bags, sealed and placed outside on the curb at the side of the building at the end of rental. Liquids or containers with liquids are not to be disposed of in garbage.

A \$50 cleanup charge will apply if the facility is not left as found.

- 7** If special cleaning or repairs are required as a result of lessee's use of the facility, the BFA has the authority to charge based on repairs needed.
- 8** The lessee will occupy only those areas of the building as specified in the rental agreement.
- 9** The lessee recognizes that this is a facility with multiple concurrent uses and agrees to be as accommodating to other users as is reasonable.
- 10** BFA is not responsible for any loss or damage to materials brought into the building, or injuries resulting from the activities of the lessee. We recommend the lessee obtain insurance for this.
- 11** Exhibits and activities shall be in keeping with recognized community values.
- 12** Items left on the premises without consent of BFA will be removed or stored by BFA at the owner's expense.
- 13** No smoking is allowed on BFA property. No open flame such as candles, or smoke or fog generating machines are not allowed in the building (they will set off fire alarms and sprinkler system).
- 14** Alcoholic beverages are not permitted for consumption in the facility except under the following conditions:
 - a) The lessee obtains Special Occasion Permit from LCBO.
 - b) All alcoholic beverages are served by someone with a Smart Serve License.
 - c) Copies of the licenses mentioned above be presented to BFA at the time of signing of the lease.
 - d) BFA may require that the lessee pay for a staffing for the duration of the rental
- 15** The lessee is not to tamper with temperature controls, any adjustments to the temperature must be requested at the time of signing of the lease and performed by BFA personnel only.
- 16** The lessee is not to remove or rearrange artwork and movable walls installed by BFA.
- 17** The lessee is liable for any damage or theft of BFA property, or property in care of BFA, during the time and in the area of the building in use by the lessee. It is recommended that the lessee obtain insurance.
- 18** All advertising for an event at BFA must be approved by BFA before being made public.
- 19** For public events, the lessee agrees to provide in advance a schedule of activities.
- 20** In order to sell merchandise at the facility, it is the responsibility of the lessee to obtain the proper permits/licenses from the City of Waterloo.
- 21** The lessee agrees to abide by all City of Waterloo bylaws that may affect their activities at the facility.
- 22** This rental agreement is not transferable or assignable.
- 23** During power failure after dusk of more than one hour duration, or if the fire alarm is ringing, the building is to be evacuated until the conditions are returned to normal.
- 24** BFA reserves the right to refuse the use of the facility for any reason or impose restrictions on facility use.
- 25** For rentals not cancelled 14 days prior to rental date, lessee will lose rental deposit (half of total rental fee).