



Event Space Request / Contract Form

Please fill out the top portion of the request form. A written proposal detailing the event must also be provided. This information will be addressed at the South Essex Arts Association's monthly board meeting held on the second Tuesday of every month.

Agreement between the **South Essex Arts Association (SEAA)** and _____
_____ for rental of (specify space) _____.

Date of event: _____ Time: _____
(include set up and take down)

Type of event: _____

Estimated number of people to attend: _____

Number of chairs needed (max. 80): _____ Number of tables needed (max. 5): _____

It is the responsibility of the renter to make sure that the space used and the bathrooms are left in the condition found.

Space	Main Gallery	Secondary Gallery	Second Floor
During Business Hours	\$100.00	\$75.00	\$25.00
After Hours	\$150.00	\$100.00	\$50.00

Please enclose the deposit (a non-charitable receipt will be issued).

Contact Information:

Name: _____

Address: _____

Town: _____ Postal Code: _____

Phone: _____ Email: _____

Requests will be approved or denied based on the type of event and availability of the specified space. Upon approval of both parties to the terms and conditions, the contract must be signed and payment made in full. Arrangements for access into building will be based on the date and time of the specific event and will be decided within a few days of the event.

To be filled out after review by the SEAA:	
With the above taken into consideration, a rental fee of \$ _____ will be charged to _____.	
SEAA Signature: _____	Date: _____
Renter Signature: _____	Date: _____

72 Talbot St. W. Leamington, ON, N8H 1M4
Ph: 519.326.2711 fx: 519.326.6491 email: artcentr@mnsi.net.