



LEGACY ART GALLERY RENTALS

The Legacy Art Gallery provides a stylish space for meetings, private receptions, presentations, social gatherings and other events. The following policies on the rental of our Main Gallery are designed to protect the exhibitions and collections of the Gallery while also ensuring that your event is effectively planned. Information on booking the Legacy Classroom for meetings is included at the end of this policy.

- **Capacity and Use**

The Main Gallery on the ground floor of the Legacy (135 msq.) is available for reception and public lecture functions and accommodates 50-100 people standing or 50 people seated in rows. Although the Small Gallery (26msq.) will be open to guests to view the current exhibit, event activities may not take place in this area. The Main Gallery is rented “as is” with the location of art and exhibition furniture including temporary walls and display cases determined by the Curator. Under no circumstances can the client move artwork, nor can works of art be covered up or blocked or otherwise utilized by guests without consultation with the Curator in advance of the event. Screen and projection facilities are available and are positioned in consultation with Legacy staff.

- **Rental Availability**

Late afternoon and evenings events after 4:00 pm from Wednesday through Saturday, and daytime and evening events from Sunday through Tuesday are welcomed. The Legacy is not normally available for rental during its public hours, 10 – 4 pm, Wednesday through Saturday and should events be scheduled during these hours, the Gallery remains open to the public.

A minimum two hour rental beginning at the time of set-up is required. A specially-assigned Legacy staff member must be on-site before, during and after the event to assist with set up and take down, to answer questions, and to monitor the security of the exhibitions and the building throughout your event. The client shall designate a representative to act as a liaison with the Legacy staff for planning and setup, and to remain in the gallery during the event and until the completion of clean up. The cost of the Legacy staff is integrated in the rental cost.

CONTACT US

If you are interesting in renting the Legacy for your event, please contact Cheryl Robinson at cr@uvic.ca to receive further information and a rental agreement. If you are interested in renting the Legacy Main Gallery or using the classroom for a University event, please request the specialized rental information.

RATES

The Main Gallery at the Legacy Art Gallery is available for a two hour minimum rental, at a rate of \$200 per hour + HST. This amount includes:

- 1 staff member
- Chairs and tables to seat up to 50

Additional costs for Legacy rental arrangements may include:

- Additional staff: \$25 per hour outside regular hours. The Legacy reserves the right to require additional staff for security purposes as needed.
- Screen, data projector and set-up: \$100.00

The client is responsible for all costs associated with:

- SOCAN fees (Society of Composers, Authors & Music Publishers of Canada) if musical performances are arranged. These are payable directly to SOCAN by the client. The current rate is \$28.75 + HST.
- Obtaining and complying with the terms of a Special Occasion License.
- Damage to the premises or its contents.

RENTAL ARRANGEMENTS

All rental arrangements must be formalized through the submission of a Legacy Rental Agreement, available on the University Art Collections website at www.uvic.uvac/, signed by both the Gallery and the client. The terms and conditions set out in the Legacy Rental Agreement apply to all rentals. Some things to note:

- **Bookings**
Space is confirmed upon signature of the rental agreement on behalf of client and Legacy (UVic), along with a booking deposit of half of the rental fee.
- **Indemnity**
The University requires the client to indemnify the University on the terms set out in the Legacy Rental Agreement.
- **Liability**
The Legacy Art Gallery space and facilities are used at the client's own risk. The University of Victoria is not responsible for damage to or loss of personal effects or equipment, nor injury to the client or any persons in attendance at any event organized by non-University clients. Any damage to equipment or property as a result of the client's event will be the sole responsibility of the client.
- **Event Insurance**
The University requires that the client will provide evidence of insurance with minimum liability coverage of two million dollars (\$2,000,000) per occurrence to cover bodily injury and/or property damage. Full insurance requirements are described in the Legacy Rental Agreement. If you don't have a business policy that provides such coverage, SBC Insurance offers reasonable rates (around \$10) for its User Insurance Coverage. You can acquire this policy at local community centers or at Victoria City Hall.
- **Damage Deposit**
The client will pay a \$200 damage deposit upon signing the rental agreement; this amount is refunded after the event if no damage is noted. Should damage beyond this amount be incurred, the client will pay for the clean-up and/or repair of the premises or artworks.

- **Payments**

The total amount for rental of the Legacy Art Gallery and the rental fee of any additional items must be paid five (5) business days prior to the event. The fee for additional hours and any other cost incurred will be invoiced the following business day after event and is payable within 2 business days.

- **Cancellation by Client:**

A rental agreement may only be cancelled by giving notice in writing to the Legacy Art Gallery. The client remains liable for payment of a cancellation fee in accordance with the following schedule. Where written notice of cancellation is received by the University:

- 1) at least three weeks prior to the event, the cancellation fee is \$50 (including HST);
- 2) less than three weeks but more than 48 hours prior to the event, the cancellation fee is 50% of the full rental charges.
- 3) where notice of cancellation is not received until less than 48 hours before the event, the Legacy Art Gallery is entitled to payment of the full rental charges.

- **Cancellation by the University:**

The University reserves the right to refuse or cancel any booking where the requested booking, in the opinion of the University, conflicts with the University's mission statement and/or policies, the function is not suitable for the Legacy Art Gallery space, or the proposed activities may be unlawful, present a risk to public safety or persons using the space or facility, or be contrary to public policy. Such bookings will be cancelled subject to the return of the client's deposit.

The University may also cancel a rental agreement if the premises are required by the University for an official function designated under the authority of the Chancellor or President or for an academic credit or non-credit course. UVic will not exercise its right to cancel a booking or license under this paragraph in an unreasonable manner and will provide the user with as much notice as possible.

EVENT GUIDELINES

While we look forward to hosting your event, we must protect the Gallery and exhibitions in accordance with collections care, public safety, and intellectual property policies. The following guidelines apply:

- **Design and promotional material**

The use of trademarks, trade names, service marks, logos, designs and symbols that belong to the University of Victoria is forbidden unless a written authorization is obtained in advance from the University. Non-University users must not imply an association with the University. Except for the purposes of describing the location of the event, the words 'University of Victoria, UVic and/or Legacy Art Gallery' must not appear in any advertising or notices with regard to the event. Please seek prior approval of any design and promotional material that features these terms.

- **Signage, Posters and Advertising**

No signs or banners relating to the event may be affixed to the exterior or interior of the Legacy Art Gallery. Free-standing signage in the reception area may be used with the prior consent of the Legacy Art Gallery. All signage must be removed immediately after your event.

- **Government Fees and Licenses**

The client is solely responsible for and shall immediately pay when due any and all license fees, permit fees, assessments and taxes that may be imposed by any government or government agency whether federal, provincial or municipal with regard to the licensee's use of the Legacy Art Gallery.

- **Special Occasion License**

If liquor is to be consumed, it is the responsibility of the client via application through a BC Liquor store, to obtain a Special Occasion License well in advance. The special occasion license must be presented to the Legacy Gallery seven (7) business days prior to the event. It is illegal to serve alcohol on the premises without this license.

- **Royalties**

The client is solely responsible for obtaining all licenses with regard to the use of copyrighted music, dramatic or other works in Legacy Art Gallery and shall immediately pay when due any and all royalties, fees and costs arising from the use of such works and from the use of any patented, trademarked, or franchised articles, devices, or processes in or on the rooms or facilities.

- **Catering**

Catering, including food, bar service, tables, table skirting, linens, cutlery, china and glasses, flowers, music, and waste removal are the responsibility of the client and must be removed from the premises immediately following the event. Rental prices do not include food, beverage, music or equipment rentals. While some tables are available for use, it may be necessary to rent additional tables. The gallery must approve the arrangement of tables/podium brought into its space; furniture must be removed the same day.

Caterers must make an on-site inspection prior to the event to ensure suitability. No cooking is allowed on site. Kitchen facilities are for preparation only. Due to their potential for staining, red wines and sauces, chocolate sauces, and fruit punches will be limited to certain areas.

Food and drink are restricted to the Main Gallery.

- **Decorations**

Decorations for an event may not be stapled, tacked, taped, wired or otherwise attached to the Legacy Art Gallery property. Nothing is to be placed/displayed on top of exhibit cases. Ribbon, string or pipe cleaners may be used to attach decorations to tables or other freestanding furnishings. The use of live plants and flowers must be approved by the Legacy Art Gallery staff, and must be removed immediately after the event. All plant products must be treated with a pesticide before their arrival at the Legacy Art Gallery. Open flames are not permitted.

- **Dancing**

Dancing is not permitted.

- **Musical performances**

Musical performances may be arranged in the Main Gallery but are not permitted in the Small Gallery. SOCAN fees are payable, as noted above.

- **Photography**
All photography within the Legacy Art Gallery must receive prior approval.
- **Merchandising**
Sales of books must be approved by the Manager of the University Bookstore. Should the Bookstore wish to be involved in book sales, it will retain a 15% commission on sales; otherwise the Legacy Art Gallery retains this commission.
- **Smoking**
Smoking is not permitted on the premises or in the doorways.
- **Lost or stolen articles**
All lost or stolen articles are the responsibility of the client.
- **Electrical equipment**
Due to the age of the building and for the safety of the guests, we are very limited on the use of electrical equipment, such as extension cords, audio-visual equipment, or amplifiers. All electrical equipment must be pre-approved.
- **Deliveries**
Daytime deliveries and pick-ups must be made through the side door back of the building. All areas must be cleaned and all garbage must be removed from the Gallery. Basic cleaning supplies and garbage containers will be provided by the Legacy Art Gallery.
- **Storage**
The Legacy Art Gallery is not responsible for the protection or storage of items brought onto the premises before, during or after an event.
- **Set up and clean up**
Arrangements for set up and cleanup of any food and drink, chair, tables, table covers, utensils, glassware, displays, decorations, entertainment, extension cords, audio-visual equipment, etc., are the sole responsibility of the client. It is the responsibility of the client to provide adequate personnel to help set-up before the event and clean up after the event. The staff member assigned by the Legacy Art Gallery will assist in this process, but we stress that his or her primary role is the protection of the premises, the collection, and people on the premises.
- **Safety and Emergency Procedures**
The client agrees to conduct the event with full regard to public and guest safety and comply with all applicable statutes, regulations and by-laws. Due to fire regulations, please ensure that numbers do not exceed 50 for seated events and 100 for events at which guests are standing. If the event cannot be completed due to an emergency, the Legacy Art Gallery will, at the request of the client, endeavour to provide the client with alternative facilities or return the client's deposit. The client shall waive any claim for damages or compensation from the University of Victoria.

LEGACY CLASSROOM RENTAL POLICY

The Legacy Classroom (312 sq. ft.) on the second floor of the Legacy Art Gallery provides a pleasant and convenient meeting space. It is available between 9 am and 4 pm, Monday through Saturday and offers the following facilities:

- Rectangular table with seating for 22 people.
- Data Projector cabinet/screen. University Booking.

Please note that the Classroom can only be accessed by a stairway.

Clients who are directly affiliated with the University of Victoria can book the Legacy Classroom free of charge by contacting the Legacy Art at 250 381 7645 or by email: cr@uvic.ca. UVic clients must provide a FAST account which will be charged a fee of \$20 if the booking is cancelled within 24 hours of the meeting, or if the UVic client fails to appear.

Clients who are not directly affiliated with the University of Victoria must complete a Rental Agreement. A fee of \$50 per hour is assessed, with a minimum of one hour usage.

Rental and use of the classroom is subject to the same guidelines that apply to rental of the Main Gallery space, with the additional guideline that no foods or beverages are permitted if artworks are in the room. As this is a non-public area, we ask that your guests sign in and out.

CONTACT INFORMATION

Legacy Art Gallery
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Tel 250 381 7645
FAX 250 381 7609
web: <http://uvac.uvic.ca/>