



2024 TETT CENTRE RENTAL POLICIES & GUIDELINES

Thank you for your interest in renting our spaces at the Tett Centre for Creativity and Learning.

The Tett Centre for Creativity and Learning is a not-for-profit, charitable arts organization that operates an historic city-owned building on Kingston's waterfront. We are located at 370 King Street West, Kingston Ontario, K7L 2X4.

The building was originally built in 1840 by a businessman named James Morton and was part of the Morton Brewery and Distillery Company. It is now home to nine tenant arts organizations, including ours, and eight resident artists in the Creativity Studios.

The Tett Centre has four multi-use rental spaces – the Malting Tower, Rehearsal Hall, Tett Gallery and Activity Room – where you are welcome to host your upcoming meeting, workshop, exhibition, wedding, or other special event.

We offer reduced rental rates to artists and art-focused events, to fellow registered not-for-profit organizations, and to post-secondary student groups.

A portion of every rental goes towards supporting our not-for-profit's community arts programming.

VISITING THE TETT CENTRE

The Tett Centre is open to the public from 8:00 a.m. to 9:00 p.m., Monday to Saturday, and from 9:00 a.m. to 5:00 p.m. on Sundays. The Tett Centre main office, located in Room 111A, is open from 9:30 a.m. to 4:30 p.m. on weekdays.

Please see "BUILDING ACCESS HOURS" below for information regarding tours and extended access hours for events in our rental spaces.

The following information outlines the policies that coincide with renting one of our spaces. For information about individual rental spaces and for catering, please refer to the *2024 Malting Tower Policies & FAQ*, *2024 Rehearsal Hall Policies & FAQ*, *2024 Tett Gallery Policies & FAQ*, *2024 Activity Room Policies & FAQ*, and the *2024 Catering Policies & FAQ* pdfs.

If you have any questions, please contact the Tett Rentals Coordinator at rentals@tettcentre.org

RENTAL PROCEDURE

RENTAL REQUEST

To assist us with the initial steps of the rental process, please fill out the [rental request form](http://www.tettcentre.org/rentals/rental-requests) on our website - www.tettcentre.org/rentals/rental-requests. The Tett Centre will not share any information you provide on this form with third parties. If you do not have access to the internet, please call the Rentals Coordinator at 343-266-0009 ext. 3091.

We will require the following information:

- Your name (The Renter)
- Name of your organization (if applicable)
- Contact information.
- E-mail address.
- Phone number and/or cell phone number.
- The nature/type of event (e.g., art-making workshop, meeting, conference, wedding, etc.), along with a brief description
- The rental space(s) you are requesting.
- The number of people expected to attend.
- Whether you are planning on having food or beverages during your rental. If you will be serving alcohol at your event, please indicate the hours when alcohol will be served.
- The date(s) and rental access hours you are requesting. All rental access hours must include the times for you and your third-party vendors (caterer, decorator, etc.) to set up and take down.

Tett staff will set up the Tett furniture before the start of your rental access, so you do not need to include that when deciding upon your rental access hours.

If you would like to rent the rental space the day or evening before your event to set up, please let us know and we will check the room's availability on that date.

Please factor in one hour for Tett staff to "flip" the Tett furniture during a Special Event. For example, between a wedding ceremony and a sit-down dinner reception.

Please speak with your vendors to determine how much additional time they will need to take down their supplies before and after the event, and after a furniture "flip". For example, a caterer and bar service provider may require one hour minimum to set up.

- If you will require Tett Centre audio visual equipment
- Any special needs for your guests

Please indicate on the rental request if you identify as an artist, an arts-focused group or event, a fellow registered not for profit organization, or as a student group.

Once you have submitted your request, it will be reviewed by the Tett Centre rental team to ensure that your event does not conflict with existing programs, that the space you have requested is available, and that our resources can meet your needs.

You will be contacted to arrange a virtual or in-person tour (if needed) to discuss the details of your event and to determine your rental needs. We will provide a rental quote for your review, including details of your rental needs. Following approval, you will receive a rental invoice.

BOOKING CONFIRMATION

A deposit is required to secure your booking. If you pay the booking deposit only, all remaining fees, including related taxes, must be paid in full at least **ten days** prior to your rental start date.

If your rental is booked **less than thirty business days** prior to the start of your event, you will be required to pay the full amount in advance.

Payment can be made by cash, cheque or debit/credit. Cheques should be made out to “The Tett Centre for Creativity and Learning”. If it is more convenient for you, we can process credit card payments over the phone and email you a scanned receipt.

After the booking has been confirmed, a Tett Centre Rental Agreement will be sent you. The Renter must be included as a main contact on the rental invoice. Renters must be 18 years old and older to sign the Rental Agreement. A signed copy of the Tett Rental Agreement must be returned to the Rentals Coordinator within 10 business days from issue.

Please note that the name(s) on the following documents must be consistent for each event:

- The Renter on the Tett Centre rental invoice
- The Renter on the Tett Centre rental agreement
- The Insured on the Certificate of Liability Insurance
- The permit holder on the Special Occasions Permit

BUILDING ACCESS HOURS

Our building is open to the public Monday to Saturday 8:00 a.m. to 9:00 p.m. and from 9:00 a.m. to 5:00 p.m. on Sundays. In-person and virtual tours of our rental spaces are available from 9:00 a.m. to 4:20 p.m. Please email rentals@tettcentre.org to book a tour today!

Our rental spaces can be booked from 8:00 a.m. to 1:00 a.m., Monday to Saturday (1:00 a.m. on the Sunday following a Saturday evening event). Evening events must be completed by 12:30 a.m., and all attendees must leave the building by 1:00 am.

Our rental spaces can be booked from 9:00 a.m. – 5:00 p.m. on Sunday. If you wish to extend your Sunday rental past 5:00 p.m., you must receive written permission from the Tett Centre Director or Rentals Coordinator three weeks prior to your event so that staff can be scheduled.

RENTAL SPACE CAPACITIES

- Malting Tower Room: 100 guests seated at round tables, 120 attendees seated theatre style, or 150 attendees for a standing reception with no furniture.
- Rehearsal Hall: 60 attendees seated at tables or theatre-style, 80 attendees without furniture.
- Activity Room: 20 attendees seated at tables and 30 attendees without furniture.
- Tett Gallery: 40 attendees seated at tables and 60 attendees without furniture.
- Activity Room and Tett Gallery together (dividing wall open): 20 attendees seated at tables in the Activity Room and 40 attendees seated at tables in the Gallery, or 30 attendees for a standing reception in the Activity Room and 60 attendees for a standing reception in the Gallery.

Additional items such as freestanding artwork, a stage set or vendor tables for a market, will reduce total available area. Please note that the maximum space capacities for markets and fairs include vendors. A revised space capacity will be determined by the Tett Centre Director based on the activity and Tett-approved floor plan in the rental space.

Please see the *2024 Malting Tower Policies & FAQ*, the *2024 Rehearsal Hall Policies & FAQ*, the *2024 Tett Gallery Policies & FAQ*, the *2024 Activity Room Policies & FAQ* for equipment and furniture available in each rental space.

EVENT REQUIREMENTS

- You and the third-party vendors that you have hired will have access to the room for the time that you have paid for. Please refer to the rental access date(s) and hours on your final rental invoice and rental agreement.
- Tett Centre staff will meet you at the rental space when your rental begins or, if Tett Centre staff are unavailable, you will be provided with a code to the key lockbox located on a wall outside the main doors to the rental space.
- Tett Centre staff will set up and take down Tett Centre furniture and/or rented audio-visual equipment (projector, screen, podium) for renters who are not Tett tenants at no additional charge.
- All Tett tenant renters will be provided with furniture during their rental and their members will be responsible for placing the furniture within the room.
- Please speak with the Rentals Coordinator if you wish to host art-making activities in our rental spaces.
- All renters must provide and cover the Tett Centre's tables with protective tablecloths to prevent damage from food and beverage stains and from artistic mediums. Protective ground cover may be required in the Rehearsal Hall and Tett Gallery if messy or wet art medium is used. Please speak with the Tett Rentals Coordinator if you wish to host art-making activities as there are restrictions on the types of art mediums permitted in our rental spaces. Renters

are responsible for cleaning spills on the counters, tables, and the rental space floor immediately. For large spills, please inform Tett staff immediately.

- You are responsible for ensuring that all relevant technical information for the event has been communicated to Tett Staff no later than thirty days prior to the event set up.
- A list with the contact information for all third-party vendors must be provided to the Tett Centre Rentals Coordinator one month prior to the event set up.
- Final furniture set ups and the event itinerary must be provided to the Tett Centre Rentals Coordinator no later than two weeks prior to the event set up. We may not be able to accommodate any changes requested after this time.

REQUIRED STAFF FOR YOUR RENTAL

Tett Staff who are hired to attend your rental are responsible for providing you access into the rental space during your rental access hours, setting up/taking down Tett Centre furniture (i.e. a furniture flips in-between a ceremony and a reception at a wedding), enforcing public safety policies, ensuring emergency procedures are followed, and for operating any audio-visual or technical equipment owned by the Tett Centre.

The following staff charges may apply:

- A Tett Centre staff member or designate at a cost of \$30.00 per hour (minimum of 3 hours)
- A Tett Centre-approved technician at \$45.00 per hour (minimum of 3 hours), if required. For example, if renting the lighting and audio tech kit in the Rehearsal Hall or adjusting the theatrical lighting in the Malting Tower.
- If alcohol is served during a rental, a security guard at a cost of \$35.00 pr hour. Security must be paid for a minimum 4-hour shift. The Tett Centre will coordinate the security for your event.
- Additional security and staff are required for larger events, at the discretion of the Tett Centre Director.

The hiring of Tett Centre staff is mandatory for Malting Tower rentals with a few exceptions and with written permission from the Tett Centre Director or Rentals Coordinator.

If your event is outside our regular Main Office and/or public hours, you may be required to pay for a Tett staff member.

For public events such a performances and holiday sales, renters must have their own volunteers or staff to assist with the flow of traffic, delivery of items, manage line ups, ticket sales, etc. If you do not have volunteers or staff, the Tett Centre Director may hire Tett staff at \$30.00 per hour and the staffing fee will be applied to your rental invoice. Please notify the Rentals Coordinator at least three weeks in advance so that the Director can schedule staff.

Tett Gallery renters receive 1.5 hours free of Tett Centre staff time during their rental access hours to adjust the lighting. An appointment for the adjustment of the lights must be scheduled with the Rentals Coordinator at least three weeks prior to the start of the rental. Renters are not permitted to adjust the Gallery lighting themselves.

In accordance with the Ontario Employment Standards Act (ESA), staff shifts exceeding five hours

must include at least one half-hour unpaid meal break. If the staff are required to work through their scheduled breaks, they will be paid at the regular rate for the duration of that break. Staffing on statutory holidays will be charged at the statutory rate.

SERVING FOOD AND BEVERAGES AT YOUR EVENT

KITCHEN FACILITIES

- The Malting Tower's kitchen facilities include a double-door fridge, three sinks, an ice machine, and stainless-steel counters.
- The Rehearsal Hall's kitchenette includes a sink, cupboards and a small fridge.
- The Activity Room kitchenette includes a sink, cupboards and a small fridge.
- The Gallery does not have its own kitchenette; however, you may choose to also rent the Activity Room for a Gallery Exhibition Opening to access the sink and small fridge. The dividing wall between both the Activity Room and the Gallery can open, creating a larger 1500 sq. ft. space.
- As the Tett Centre for Creativity and Learning is a heritage building, there are no cooking facilities on the premises. Any additional equipment used for re-heating food (e.g., an electric warming plate or a panini press) **MUST** be approved by Tett Centre staff at time of booking. Re-heating food is permitted if there are no grease laden vapours as there is no ventilation.
- Chafing dishes can only be used by experienced caterers who remain on site during your event to light, monitor, and pack away the dishes.
- Fuel canisters must be delivered and removed from the building by your caterer within the rental access hours of your event.

CATERING

Renters at the Tett Centre for Creativity and Learning have the convenient option of hiring a licensed caterer of their choice. Registered Not-for-Profit Organizations may have the second option of purchasing and serving commercially prepared food and beverages. Homemade food and beverages are not permitted.

We can provide a list of preferred caterers who have provided services at The Tett Centre and are favourable based on their repeated service in our building, food quality, customer service standards, reliability, professionalism, and reputation.

Our waterfront café is currently operated by the Juniper Café Incorporated. As residents of the Tett Centre, they can provide convenient catering services during the day within the building. They can be reached at info@junipercafe.ca.

Pricing, contracts, payment and all other catering agreements and schedules are negotiated between the renter and the caterer that they choose to hire.

For a caterer to be permitted to provide service at the Tett Centre for Creativity and Learning,

they must meet with the Tett Centre Director or the Tett Centre Rentals Coordinator prior to the rental and they must sign the Tett Centre's Kitchen Facility Use Agreement if catering on site. Please provide the name and contact information of your caterer(s) to the Tett Centre Rentals Coordinator one month prior to the event set up.

CATERING FEES

All events are subject to a catering fee except for arts focused workshops in the Activity Room or if The Juniper Café caters your event Monday to Friday, before 5pm.

Catering fees help the Tett Centre for Creativity and Learning to maintain our rental spaces (custodial services, garbage, and recycling removal, etc.). A portion of each rental directly supports our charitable organization's community arts programs.

A Landmark Catering Fee is a commission charged to a caterer and/or bar service provider for operating at the Tett Centre. The fee is based on all food, non-alcoholic and alcoholic beverages, and staff costs. For accountability, the caterer must provide copies of post-event invoices to the Tett Centre Director, and the Landmark Catering Fee must be remitted to the Tett Centre within fifteen days after the event.

Registered Not for Profit Organizations or Special Interest Groups have the following two options for catering fees:

1. You can engage a caterer to provide food and beverages for your rental and to serve your guests during your event. A Landmark Catering Fee will apply.
2. You are also eligible to serve commercially prepared food, non-alcoholic and alcoholic beverages yourself (see "Alcohol" below). There will be a \$1.50 charge per attendee added to your rental invoice with the Tett Centre. The rental invoice must be paid before the event. These items must be prepared off-site in a commercial kitchen or purchased from a commercial facility (i.e., Loblaws). You will be responsible for serving and cleaning up.

An artist or an art collective who has rented the Gallery for an exhibition may serve catered and/or commercially prepared food and non-alcoholic beverages during an Opening. The flat catering fee ranges between \$25.00 - \$50.00 per Opening, depending on the number of artists exhibiting in the Gallery, the amount of food and beverages offered, and whether the food will be provided by a licensed caterer. The Catering fee will be applied to your rental invoice.

For all rentals: The kitchen/servery must be left in the condition found. Otherwise, cleaning charges may be applied and deducted from your damage deposit and/or invoice.

LINENS & TABLEWARE:

You and your caterer must provide your own linens, tableware, equipment (e.g., plates, utensils, serving dishes). The Tett Centre does not provide those items to renters.

ALCOHOL

For All Rentals:

- All renters must follow the regulations mandated by the [Alcohol & Gaming Commission of Ontario \(A.G.C.O.\)](#).
- Bartenders must be Smart Serve certified, be present in the room while alcohol is served and are not allowed to drink alcohol during the event. Copies of the Smart Serve certificates or cards must be present at the event.
- Security is required at all rentals where alcohol will be served. There is a \$35.00/hour charge (minimum of four hours) for a security guard to attend your rental when alcohol is served. The Tett Centre will coordinate the security. The Tett Centre reserves the right to engage additional security guards and/or Tett Staff at your cost depending on the nature of your event.
- Alcohol is not permitted in the shared public areas of the Tett Centre such as the front lobby, hallways, stairwells. If the renter has booked two or more rental spaces for the same event, attendees are not permitted to travel between the rental spaces with open containers of alcohol.
- Alcohol is not permitted in the Activity Room unless it has been rented as an additional space specifically to serve food and/or alcohol during a Tett Gallery opening and/or closing.
- If the renter has booked two or more rental spaces for the same event during the same rental access date and hours, active bar service can only take place within one rental space at a time. If the renter would like to have bar service occur at the same time in the multiple rental spaces that they have booked, they must receive written permission from the Tett Director or the Tett Rentals Coordinator at least 60 days prior to the event. Security will be required.

Private events (e.g., a conference, a meeting, a wedding, etc.)

Renters are required to obtain a [Special Occasions Permit](#) (S.O.P) from the A.G.C.O. if they plan on serving alcohol in the rental space(s) that they have booked for their event. The S.O.P. permit and receipts for the purchase of alcohol must be present and accessible at the event, should an A.G.C.O. agent request to see them.

The Applicant must be 19 years of age or older to obtain an S.O.P. If the applicant is an organization, association or company, the application must be completed by a member or representative who will be at least 19 years of age on the day of the event, who has signing authority for the organization, association, or company.

The permit holder/responsible person indicated on the permit must be present throughout the S.O.P event and is responsible for the safety of people attending the event. They must

ensure the event is run in compliance with the *Liquor Licence and Control Act*, its regulations, and the [standards and requirements established by the Registrar](#).

For indoor events, the S.O.P. application must be submitted to the A.G.C.O. at least **10 days** prior to the event. A copy of the S.O.P. must be sent to the Tett Rentals Coordinator by the due date on the rental invoice and in the rental agreement.

The Tett Centre is not responsible if the S.O.P. is not received before the start of the rental. If the renter does not receive the S.O.P. before the start of their rental, alcohol is not permitted in the Tett rental space(s).

Public events that do not fall within the A.G.C.O.'s Special Occasions Permit categories:

Renters are required to hire a caterer who has an active catering endorsement and an applicable *Catering Notification Summary* from the A.G.C.O. for the event for which they are providing bar service. The Tett Centre will work with clients for events under this category on a case-by-case basis. Please see our *2024 Catering Policies & FAQ* pdf for more information regarding Special Occasion Permits.

INSURANCE

General Liability Insurance

Adequate general liability and property damage insurance is required for the rental of the Malting Tower, for events that are open to the public in the Rehearsal Hall and Gallery (i.e., a holiday show and sale), and for events with alcohol, as it will cover rental clients and patrons in regard to legal liability for bodily injury to, or damage to property of others, resulting from rental activity.

Your company or organization may be able to provide the Certificate of Liability Insurance on our behalf. Insurance providers who specialize in the arts are also a valuable resource including palcanada.com and DUUO. You may also choose to engage your own Insurance provider.

A Certificate of Liability Insurance must be sent one month prior to the rental to the Tett Centre Rentals Coordinator at rentals@tettcentre.org. Coverage must be in the amount of \$2 million for events without alcohol and \$5 million for any event involving alcohol.

The Certificate must name the Tett Centre for Creativity and Learning and The City of Kingston as *"the Additional Insured, inclusive of bodily injury and property damage per occurrence."*

If you have booked an event at the Tett Centre, please refer to your rental agreement for information that must be included on the Certificate of Liability Insurance.

Queen's-Related Events: Queen's student groups and departments maybe be able to obtain the Certificate of Liability Insurance for free through the university. AMS-ratified student clubs, please apply for through the [Queen's University Alma Mater Society event sanctioning process](#). If you are a graduate, law, consecutive education student, or an undergraduate medical student, please apply through the [Society of Graduate & Professional Student Association's event sanctioning process](#). For departmental events, please contact Bryan McGann, Manager of [Risk and Safety Services at Queen's University](#) at bryan.mcgann@queensu.ca.

note that the renter is responsible for reimbursing the Tett Centre for any Tett property that is damaged or lost as a direct result of your rental. Once you have received written permission to use the Tett waiver, simply have all your event attendees sign the form and return it to the Tett Centre Main Office (Room 111A) immediately after the rental. Scanned waivers may also be sent to rentals@tettcentre.org. We will not contact your attendees unless there is an accident or incident, and we will not give their personal information to any third parties unless there is an accident or incident, or otherwise required by law.

Damage and Theft: The Tett Centre is not responsible for items belonging to you, your event attendees and your third-party suppliers. We recommend that you obtain theft insurance.

CANCELLATION POLICIES

In the event of cancellation, written notice is required.

Activity Room: If cancellation is received more than 30 days prior to the date of the event, you will be reimbursed all fees minus the 15% administration fee. If cancellation is received less than 30 days prior to the event, the total rental booking fee paid will be forfeited.

Gallery: If cancellation is received more than 60 days prior to the date of the event, you will be reimbursed all fees minus the 15% administration fee. If cancellation is received less than 60 days prior to the event, the total rental booking fee paid will be forfeited. If cancellation is received less than 30 days prior to the event, you may be liable for all rental costs.

Rehearsal Hall: If cancellation is received more than 60 days prior to the date of the event, you will be reimbursed all fees minus the 15% administration fee. If cancellation is received less than 60 days prior to the event, the total rental booking fee paid may be forfeited. If cancellation is received less than 30 days prior to the event, you may be liable for all rental costs.

Malting Tower: If cancellation is received more than 90 days prior to the date of the event, you will be reimbursed all fees minus the 15% administration fee. If cancellation is received less than 90 days prior to the event, the total rental booking fee paid may be forfeited. If cancellation is received less than 30 days prior to the event, you may be liable for all rental costs.

ADDITIONAL INFORMATION

PLEASE share the following information with your co-hosts and guests prior to your rental:

ABOUT US

The Tett Centre for Creativity and Learning is a not-for-profit, charitable arts organization that operates an historic city-owned building on Kingston's waterfront. We provide professionally equipped and affordable space to artists and arts organizations for artistic creation. We are home to eight tenant arts organizations, eight resident artist studios, four multi-use rentable public spaces and a public cafe. We are a dynamic arts hub that coordinates and creates high-quality, accessible, arts-focused programming for all levels of artistic abilities and experience.

ACCESSIBILITY

We are a fully accessible facility. There are several accessible parking spaces available in both the lower parking lot and the upper lot across from the Tett Centre's main foyer. Please ensure your accessible parking permit is visible and follow the signage requirements as indicated as numbered spots are reserved for staff and tenants on weekdays. Our building has an elevator on the King St. W. side of the building. Guide dogs are welcome in the building.

PARKING:

The Tett Centre for Creativity and Learning does not regulate the parking at our waterfront arts hub, with the exception of a few 5-minute parking spots. Together with our neighbours, the Isabel Bader Centre for Performing Arts, we hope to accommodate you or direct you to available parking that is regulated by Queen's University on-site or available nearby.

If you are visiting the Tett Centre on a Monday through Friday from 7:00 am to 5:00 pm there are parking spots available in the lower and upper Isabel Bader Centre for Performing Arts at a cost of \$2.00 per hour. Please download the HONK app to purchase your time in either parking lots. The Pay and Display machine in the upper lot, located off King St. W., accepts Visa and Mastercard.

Parking is free on evenings and weekends (subject to change by Queen's University Parking).

Please keep in mind Tett Centre tenant parking signage. The numbered spots are allocated for Tett Centre tenants with parking passes from 8:00a.m. to 6:00p.m., Monday to Friday.

Parking is also available in the residential neighborhood on the north side of King Street West.

The Tett Parking Information with Photos pdf is available upon request.

LOADING ACCESS / DELIVERIES

Delivery and pick-up times must be within the Renter's access times or pre-arranged with the Tett Centre Staff, as access to these areas and into the rental spaces may not always be available. Deliveries can be made to the loading area off Morton Lane. Renters and third-party suppliers may temporarily park in Morton Lane while actively unloading/loading supplies. Please do not leave deliveries unattended in shared public areas of the building. The Tett Centre is not liable for damage or theft of items belonging to the renter and third-party vendors.

STORAGE

Arrangements for storage of equipment or supplies before, during, or after your event must be made in advance. We cannot guarantee that storage space will be available. Additional storage charges may be applied if items are left behind, or if the Tett must accommodate unexpected items. Due to limited storage space, we cannot store your supplies short or long term. The Tett Centre is not responsible for damaged, lost, stolen belongings.

ARTMAKING

Art making with messy or wet art mediums such as paint and ink are not permitted in the shared public areas of the Tett Centre without the written permission of the Tett Director.

If artmaking will occur during your event in our rental space(s), please inform the Tett Rentals Coordinator at the time of booking as to what art mediums will be used as there are restrictions.

USE OF TOOLS, EQUIPMENT, AND SUPPLIES

You are expected to provide any specific tools that may be required for your event. In an emergency, we can supply a basic kit of general tools and supplies.

We may be able to provide signage easels and flip chart stands, but we do not provide paper pads or art and office supplies. Audio-visual equipment provided or arranged by the renter, or their third-party vendors must be approved by the Tett Centre Director in advance to ensure compatibility with our equipment. Renters must provide their own adapters for their devices.

Tett Centre Staff/Technician must operate all Tett Centre equipment unless otherwise arranged in advance. This includes the Rehearsal Hall sound and lighting equipment, exhibition display walls, the adjustment of the Tett Gallery lighting, the Malting Tower fireplace and automatic blinds, and the scissor lift.

SPECIAL EVENTS WITH VENDORS THAT ARE OPEN TO THE PUBLIC - CITY OF KINGSTON REQUIREMENTS:

If the renter will be hosting a special event such as a market or fair with vendors that is open to members of the public to attend, they must complete and submit a ***Specific Days Sales Application*** from the City of Kingston. The renter is responsible for paying any fees associated with the application. The application and following documents shall be emailed to licensingapplications@cityofkingston.ca for review, technical circulation, and approval:

1. Specific Days Sales Application
2. List of all Vendor(s)- include the Business Name, Contact Name, Number, Email, and description of product and/or service to be offered during the event.
3. List of Products and/or Services
4. Site Plan (Tett staff will provide this information to the renter after booking)
5. Master Business License or Articles of Incorporation (if applicable)
6. Copy of the Certificate of Insurance
7. AGCO Permit (if applicable. I.e., serving or selling alcohol at the event)
8. Booking Agreement (Tett rental agreement)
9. All Food Vendors and Refreshment Vehicles shall be licensed with the Municipality in advance- please provide a list of proposed food vendors including their business name and contact information.
10. Please provided more information on the fundraiser (if applicable). Are you looking to hold a (50/50 Draw, lottery raffle etc.?)

Please submit the above documentation fifteen (15) business days prior to the proposed event for review and inspection.

Tett tenant organizations are not required to submit the *Specific Days Sales Application* for their events held within the Tett Centre.

SPECIAL EVENTS THAT ARE OPEN TO THE PUBLIC - KFL&A PUBLIC HEALTH REQUIREMENTS

If your special event is open to the public (advertised) and food and beverages will be served and sold, you must complete and submit a [Special Event Organizer Application](#) or a [Special Event Vendor Application](#) for the Kingston, Frontenac, Lennox & Addington Public Health Unit.

If your special event is private and/or food and beverages will not be sold, the renter is not required to fill out the above application forms with the KFL&A Public Health Unit.

If your event includes personal services such as henna, face-painting, hairstyling, makeup, or facial applications, you must fill out the [Personal Service Settings Special Event Application](#). The application(s) must be submitted 14 days prior to your event.

For a list of events that are exempt, please visit KFL&A Public Health.

The Tett Rentals Coordinator will provide information about the Tett Centre building to the renter after booking (i.e., the locations of the restrooms).

There are no fees to submit the forms. Should KFL&A Public Health charge a fee to submit the application forms, the renter is responsible for paying the fee.

Under the guidance of KFL&A Public Health, event organizers of Gallery Openings and small meetings and workshops in the Tett Gallery and Activity Room do not have to fill out the *Special Event Organizer Application* on their website if they provide low risk, pre-packaged and read-to-serve food and non-alcoholic beverages on single-use plates, glasses, and utensils to participants. Single use is defined as each person having their own plate, glass, and utensils, and that those items are not shared with another person. Dirty tableware must be either disposed of in the supplied garbage/recycling bins or taken off-premises for cleaning.

Please email KFL&A Public Health at enviro.health@kflaph.ca with questions regarding the above application forms.

DÉCOR, ARTWORK & DISPLAYS

There are many options for decorating and displaying artwork during your event in our rental spaces however there are some restrictions. Please communicate your decorating plans to Tett Centre Rentals Coordinator prior to your rental.

Permitted:

- Battery-operated candles are permitted. Open flames are not permitted.
- The room has equipped facilities for hanging and displaying art. Lightweight materials may be affixed to the grey and white beams with masking tape that does not leave a heavy residue when removed.
- Decorations may be placed around the grey and white beams with string, fishing line, or hooks that do not damage or remove the paint.

- Additional lights, including string lights around the white and grey beams, are permitted. All additional lights must be CSA approved.
- Masking tape, push pins and small (1"-2") finishing nails are the only means by which decor and artwork may be attached to the drywall.
- Electrical cords that may be a tripping hazard for attendees must be taped to the floor with duct tape.

NOT permitted:

- Open flames such as candles are not permitted.
- The limestone walls and wooden doors in the hall are part of the original heritage structure of the building and therefore screwing and nailing into the doors or walls is not permitted. The limestone walls may not be painted or defaced in any way.
- Adhesives such as duct tape, gaffer tape, double-sided tape, hanging strips with and without hooks, and fasteners are not permitted.
- Writing, drawing or artmaking on the walls is NOT permitted.
- No screws or wall anchors may be used in the drywall without permission.
- Helium balloons are not permitted in the Malting Tower as they may get caught in our ceiling fans.
- Objects or materials that could set off the motion detectors are not permitted overnight in any part of the facility (i.e., streamers, etc.).
- Glitter and confetti are not permitted in the facility.
- Decorations must not touch the built-in projector in the Malting Tower.
- Decorations or displays must not cover the emergency sensors, exit signs, fire alarms, fire extinguishers and defibrillators. Emergency exit routes must remain clear.

Decorating which requires a ladder or lift must be done by Tett Centre staff and additional staff charges will apply.

Electrical extension cords must be taped to the floor in a manner that will prevent them from becoming a tripping hazard for attendees.

You are responsible for removing your decorations, art, posters, tape, string, etc. immediately following your event. If these are not removed, additional staff and/or cleaning charges will apply. Any holes or marks made in the walls will be filled and repaired after the event, with the cost paid by the Renter.

GARBAGE

Renters and their third-party vendors are responsible for removing their equipment and supplies at the end of the event, and for general clean-up of debris (broom / pan provided) to ensure that the venue is in reasonable condition for the next renter. Place garbage inside the garbage cans and recycling inside the recycling bins provided inside your rental space. If your garbage is more

than fits into the provided receptacles, you will need to take it off-site with you. Additional cleaning and storage charges will be applied if an unreasonable amount of waste is left behind.

For food and beverage waste, please see the *2024 Catering Policies & FAQ pdf*.

FIRE AND SAFETY

Emergency exits must remain easily accessible (minimum 6' pathways). Under no circumstances can they be blocked by tables, chairs, walls, stages, people etc.

No gas or propane equipment may be used inside the facility.

The renter is required to conform to all Workers' Compensation Board safety regulations.

Seating aisles must remain clear of obstructions whenever audiences are present. This includes people, cables, tripods, equipment etc.

No fire element (candles/torches/butane burners/pyrotechnics) is permitted. A proper fire safety orientation may take place before your rental. As well, if required, a Fire Safety sheet must be signed. This may happen on the day of the event.

Electrical extension cords must be taped to the floor in a manner that will prevent them from becoming a tripping hazard for attendees.

SMOKING, VAPING AND CANNABIS RESTRICTIONS

We are a non-smoking facility. City of Kingston regulation bylaws prohibit smoking or vaping in any public area or any buildings that are city owned. All clients must adhere to the Smoke-Free Ontario Act. There is a fine for contravention of the bylaw.

All Clients must adhere to the Ontario Cannabis Act, 2017, as amended, and any other relevant legislation. The consumption of cannabis is not permitted inside or on the exterior grounds, including the front entrance, of the Tett Centre, on Morton Lane, or on the patio of the Juniper Cafe.

SELLING TICKETS FOR A PUBLIC EVENT

The Tett Centre is not responsible for selling tickets for your event. The Tett Centre does not take a commission on the sale of tickets to your event. Ticket sale tables may be placed within your rental space or just outside your rental space doors during the access hours in your rental agreement, and must not block elevators, hallways, access to stairwells and to emergency exits, extinguishers and alarms.

COMMISSIONS ON ENTRY FEES AND THE SALE OF ARTWORK AND MERCHANDISE

The Tett Centre does not curate or take any commissions on entry fees for an exhibition, or on the sale of artwork and merchandise belonging to you and your participating artists.

Renters and organizers of exhibitions at the Tett Centre must make it clear on their Call for Entry application forms that any entry fees, commissions on the sale of artwork, and payment agreements are between the renter and their applicants and participating artists.

MUSIC LICENSE

The User is solely responsible for obtaining copyright authorization/licenses to utilize copyrighted live or recorded music, dramatic or other works. The User is solely responsible for paying any required copyright royalties to SOCAN.

TETT CENTRE SUPPORT AND SPONSORSHIP

The Tett Centre for Creativity and Learning's mission is to be a welcoming destination where artists, arts organizations, and the community come together to explore, create, and be inspired. In fulfilling our mission, the Tett Centre for Creativity and Learning offers artists, arts focused events, fellow not-for-profit organizations and students support through reduced rental rates. We may also offer further support through sponsorship. Please speak with the Tett Director or Rentals Coordinator for more information.

PROMOTING AN EVENT THAT IS OPEN TO THE PUBLIC

If you have booked an event at the Tett Centre and your event is open to the public, and you would like for the Tett Centre to share information about your events on our social media, please fill out the *Tett Marketing Submissions Form* (a link to the form will be provided after booking). Please note that the Tett Centre does not provide printed promotional materials for renters. Questions regarding marketing can be sent to arts@tettcentre.org.

For inclusion in the Tett Centre's monthly online newsletter, the Programming and Communications Coordinator must receive your event information at least two weeks prior to the first of the month in which your booked event is scheduled to occur. For example, if your event will occur in September, the Programming and Coordinator must receive your event information by at least August 15th. You and your followers can subscribe to the Tett Centre Newsletter on our website at <https://www.tettcentre.org/events/newsletter>.

Please remember to tag @tettcentre on social media!

Renters are welcome to put posters up on our community board, located on the 1st floor/lake level. There are two promo card racks available, as well. One is on the 2nd floor and the other is across from the Kingston Arts Council on the 1st floor/lake level. The card rack in the front lobby is for Tett Tenants only.

In an event is cancelled, please remember to your event from any external event calendars, including Facebook and Eventbrite. Please notify the Tett Centre Rentals Coordinator and the Tett Centre Communications and Programming Coordinator immediately.

Permission is required for use of our logo or any Tett-owned photos from printed or digital media.

Questions? Please contact us at rentals@tettcentre.org