



## 2025 MALTING TOWER RENTAL POLICIES & FAQ

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. The Tett Centre for Creativity and Learning is located at 370 King Street West, Kingston Ontario, K7L 2X4.

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

A portion of each rental goes towards our charity's accessible community arts programming.

Please find below a list of frequently asked questions about renting out the Malting Tower.

If you have any questions, please contact us at [rentals@tettcentre.org](mailto:rentals@tettcentre.org).

### **ABOUT THE MALTING TOWER**

The Malting Tower is our finest rental space which offers a balance of old-world historical charm with modern technical features to make your event memorable. This versatile light-filled space is a perfect choice for special celebrations, business meetings, and a variety of arts performances and events.

Surrounded by breathtaking lake views and framed with large windows, the bright social space features automatic blinds, a one-touch operated gas fireplace and a projector screen with easy iPod and laptop plug-in. A high-tech sound system is also available to rent. Reflected sound makes vocals and instruments appear more personified, providing guests with a compelling concert experience. The beautifully finished floor ties the 1,600 sq. ft space together. There is a fully equipped servery kitchen for catering, a coat room, round and rectangular tables, upholstered chairs, and courtesy-style seating for guests.

### **What are the building access hours?**

The Tett Centre's regular public hours are Monday to Saturday 8:00 a.m. to 9:00 p.m. and from 9:00 a.m. to 5:00 p.m. on Sunday. The Malting Tower may be rented from 8:00 a.m. to 1:00 am, Monday to Saturday (1 a.m. on Sunday, following a Saturday evening event). Evening events must be completed by 12:30 a.m., with all attendees cleared from the building by 1:00 am.

The Malting Tower may be rented from 9:00 a.m. to 5:00 p.m. on Sundays.

If you wish to extend your rental past the Tett Centre's public hours, you must receive written permission from the Tett Centre Director or Rentals Coordinator three weeks prior to your event so that staff may be scheduled and so that doors can be extended. Tett staffing fees may apply.

Once the doors are extended, you and your attendees will then be able to enter and leave through the front lobby as well as through the door on the same floor that leads down the hallway to the Malting Tower. The Malting Tower is in Room 309 on the top level, 3<sup>rd</sup> floor).

If you have also rented the Rehearsal Hall after Tett Centre public hours, you and your attendees will have access to the elevator and to the 2<sup>nd</sup> floor (front stairwell). The Rehearsal Hall is in Room 203 on the 2<sup>nd</sup> floor (middle level).

### **How can I arrange a tour?**

You are welcome to a virtual or in-person tour of the Malting Tower with a Tett Centre staff member. After submitting your completed [rental request form](#) on our website, please contact the Rentals Coordinator at [rentals@tettcentre.org](mailto:rentals@tettcentre.org) to book an in-person or virtual tour.

### **How do I confirm my booking?**

Upon approval of your rental quote or invoice, you will be required to remit full payment or pay the booking deposit amount listed on the invoice to secure your booking. Payment can be made by cash, cheque, debit/credit card or by e-transfer. 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. Please inform the Rentals Coordinator if you will be sending a cheque or would prefer to pay via e-transfer.

If you pay the booking deposit only, all remaining fees including related taxes must be paid in full at least **ten (10) business days** prior to your rental start date.

If your rental is booked **less than thirty (30) business days** prior to the start of your event, you will be required to pay the full amount in advance.

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

### **What is the cancellation process?**

Written notice will be required to cancel your booked rental. If cancellation is received more than ninety (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 ninety (90) days prior to the event, the total rental booking fee paid may be forfeited. If cancellation is received less than thirty (30) days prior to the event, you may be liable for all rental costs.

**When will I have access into the rental space(s)?**

You and your third-party vendors (caterers, decorators, etc.) will have access into the rental space during the requested rental times on your final rental quote/invoice and rental agreement. Please keep this in mind when booking your rental as you will need to take into consideration how much time is needed for you and your vendors to set up/take down. Tett staff will set up the Tett furniture and equipment before the start of your rental at no additional cost, so you do not need to include that when deciding upon your rental access hours.

If the Malting Tower available, you may opt to rent the room the day or evening before your event to set up, conduct a soundcheck, or for a dress rehearsal.

Your rental access start and end times will be listed on your rental invoice and in your rental agreement. Please note that the building closes (lights out, doors locked) at 1am for Monday to Saturday evening rentals (1am on Sunday following the Saturday rental). Sunday rentals must end at 5:00 p.m.

**What are the regular maximum space capacities of the Malting Tower?**

100 guests at round tables, 120 guests in theatre style, and 150 guests for a standing reception. Additional items such as a stage or display equipment will reduce total available area. Revised capacity will be determined by the Tett Centre Director based on the activity.

**What furniture is included in the room?**

- Podium and its microphone.
- Maple tables with metal legs provided: twelve 5' round, four 6' rectangular, eleven 8' rectangular, and eleven 8' rectangular "skinies" (thinner than the regular 8' tables).
- 107 upholstered chairs and sixteen wider upholstered chairs
- Eight cocktail tables that can be adjusted to café or bar height. Please note that the cocktail tables are available for events in our rental spaces on a first come, first serve basis with priority given to Special Events (i.e., a wedding cocktail reception). Please notify the Rentals Coordinator at the time of booking if you will require the cocktail tables during your rental.
- The set up, flips, and take down of Tett Centre furniture are included in the rental.

**What are the technical specs of the space?**

- Located on the 3rd floor, Room 311 with a stunning lake view.
- 1,600 sq. ft. of space
- Automatic blinds
- A gas fireplace
- A coatroom
- Hi-tech, built-in sound system through a professional podium + mic (iPod/laptop hookup)
- Panasonic 4000 Lumens Projector and mounted 116"x72" Screen available for rent (\$90.00)
- Audio Wall Rack Sound System – for DJ or Band (\$60.00)
- One signage easel.
- Kitchen facilities suitable for serving food and beverages (no cooking equipment)
- Garbage and recycle bins.

- Restroom facilities (including accessible facilities) for guests are available via the hallway.
- A Tett Centre staff member (\$30.00 per hour, minimum of 3 hours), if applicable. See *Are there any additional fees?*
- A Tett-approved technician (\$40.00 per hour, minimum of 3 hours), if applicable. See *Are there any additional fees?*
- Security (when alcohol is served at \$35.00 per hour, minimum of 4 hours) – See *Are there any additional fees?*

### **What are the base rental rates?**

\*Four hours is the minimum rental charged. After the first four hours, the Malting Tower may be rented hourly (i.e., 5 hours, 6 hours, etc.)

Regular Rental Base Rates:

- 4 hours - \$905.00 + \$135.75 Admin Fee + \$135.30 HST = \$1,176.05
- 8 hours - \$1,405.00 + \$210.75 Admin Fee + \$210.05 HST = \$1,825.80
- 12 hours - \$2,105.00 + \$315.75 Admin Fee + \$314.70 HST = \$2,735.45
- Weekly - \$4,210.00 + \$631.50 Admin Fee + \$629.40 HST = \$5,470.90

Reduced Base Rental Rates for Registered Not for profit organizations, arts-focused events, and student/school events:

- 4 hours - \$680.00 + \$102.00 Admin Fee + \$101.66 HST = \$883.66
- 8 hours - \$1,055.00 + \$158.25 Admin Fee + \$157.72 HST = \$1,370.97
- 12 Hours - \$1,580.00 + \$237.00 Admin Fee + \$236.21 HST = \$2,053.21
- Weekly - \$3,330.00 + \$499.50 Admin Fee + \$497.84 HST = \$4,327.34

### **What extra equipment is available for rent?**

- Panasonic 4000 Lumens Projector and mounted 116" x 72" Screen available for rent (\$90.00)
- Audio Wall Rack Sound System – for DJ or Band (\$60.00)
- Wireless handheld microphone (one available) | \$45.00
- Lavalier lapel microphone (two available) | \$45.00 each
- Stand microphone (two available) | \$45.00 each
- JBL Self-Powered Speakers (two available) | \$25.00 each

Please note: Flipchart stands (no paper), and easels may be signed out, if they are available. Renters must provide their own adapters for their devices.

### **Are there any additional fees?**

Any additional audio-visual or other equipment rental costs (listed above), technical assistance, Tett Centre staff (some exceptions) and security for when alcohol is served are added to the Base Rental Rate.

- There is a 15% Administration Fee + HST to apply on ALL bookings.
- Catering: Please see our *2025 Tett Centre Catering Policies & FAQ pdf* for more information.

- Tett Centre Staff charges may apply at a cost of \$30.00 per hour. Staff must be paid for a minimum of three hours.

The hiring of Tett staff is mandatory for Malting Tower rentals and/or the rental of Tett Centre audio-visual equipment. Tett staffing fees *may* be waived on a case-by-case basis and with written permission from the Rentals Coordinator for rentals such as small photography or film shoots that require minimum furniture set ups and no audio-visual rentals.

Tett staff member will attend to your rental needs, help regulate traffic, and/or operate rented Tett Centre audio-visual equipment. Please note, Tett Centre-approved Technicians must be hired if you require that the Malting Tower theatre lights adjusted and/or for livestreamed or recorded events. See Tett Centre-approved Technicians.

Tett Centre staff who attend your rental are responsible for enforcing public safety policies, and ensuring emergency procedures are followed, and for operating any equipment owned by the Tett Centre.

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.

Tett Centre staff will set up and take down Tett Centre furniture and/or rented audio-visual equipment (projector, screen, podium) for your event at no additional charge.

Tett Centre staff are not responsible for setting up or taking down third-party vendor furniture and supplies. Third-party vendors such as caterers will need to remove their tableware before Tett Centre staff can set up, move, or remove Tett Centre furniture; for example, to set up a dance floor after a sit-down reception.

For public events such a performances and holiday sales or markets, Tett tenant 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 available to assist your during your event, the Tett Director will schedule a Tett staff member @ \$30.00 per hour. Please notify the Tett Rentals Director three weeks in advance of your event so that staff can be scheduled.

- Tett Centre-approved Technicians may be hired at \$45.00 per hour to adjust the theatrical lighting in the Malting Tower and to assist with the Tett Centre tech for special events such as performances, live streamed events, and film recordings. The technician must be paid for a minimum of 3 hours. Please inform the Rentals Coordinator if you will be livestreaming or require the theatrical lights in the Malting Tower to be moved at the time of your booking or at least one month prior to your event as we will need to book a Tett-approved technician. Subject to availability.
- A Security Guard, if alcohol is served during a rental, at a cost of \$35.00 per hour. Security must be paid for a minimum 4-hour shift. The Tett Centre will coordinate the security.

- Additional security and staff may be required for larger events, at the discretion of the Tett Centre Director.
- A Certificate of Liability Insurance – See **Do I need to provide insurance?**

### **What are my options for Catering?**

Please see our *2025 Tett Centre Catering Policies & FAQ* pdf and our *2025 List of Preferred Caterers* pdf for more information. Please note that the Tett Centre does not supply linens and tableware. Please consult with your caterer or third-party vendor about their linen and tableware rentals.

### **What are my options for serving alcohol?**

Please see our *2025 Tett Centre Catering Policies & FAQ* pdf for more information.

### **Are there any decorating or display restrictions?**

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 the 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 the 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.
- Decorations or displays 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 *may* apply.

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.

#### **When can deliveries be made to the Tett?**

Delivery and pick-up times must be within the Renter's access times unless otherwise arranged with the Tett Centre staff, as access to these areas may not always be available. Deliveries can be made through the loading area off Morton Lane. Vehicles may park temporarily by the loading area while unloading or loading supplies but otherwise, parking is not permitted on Morton Lane as it is a fire route.

#### **Will parking be available during my event?**

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 Isabel Bader Centre for Performing Arts lot at a cost of \$2.00 per hour. Please download the HONK app to purchase your time. The Pay and Display machine in the upper lot, located on the southside of King St. W., accepts Visa and Mastercard. The upper and lower parking lots are regulated by Queen's University Parking.

Evenings and Weekends are free (subject to change by Queen's University Parking).

Please keep in mind Tett Centre tenant parking signage and numbered spots are for Tett tenants only.

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

#### **Is the Tett Centre fully accessible?**

Yes, 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. Elevators are located on the Kings Street West side of the building. Guide dogs are welcome in the building.

### **Do I need to provide insurance?**

Yes, with a few exceptions. A Certificate of Liability Insurance is mandatory for the rental of the Malting Tower and Tett Centre audio-visual equipment, as it will cover rental clients and patrons with regard to legal liability for bodily injury to, or damage to property of others, resulting from rental activity.

The Tett Centre requires rental clients to carry general liability insurance in the amount of \$2 million for events without alcohol and \$5 million for any event involving alcohol.

The Tett Centre for Creativity and Learning and The City of Kingston must be named as "the additional insured, inclusive of bodily injury and property damage per occurrence."

Coverage must be for the duration of the renter's rental access date(s) and hours into the rental space that they have booked. Please see your final rental invoice and rental agreement.

A copy of the Certificate must be sent to the Tett Centre Rentals Coordinator at least three weeks prior to the event.

Insurance providers who specialize in the arts are also a valuable resource including [duuo.ca](http://duuo.ca) and [palcanada.com](http://palcanada.com). You may choose to engage your own Insurance provider.

Queen's-Related Events: Queen's student groups and department may be able to obtain the Certificate of Liability Insurance for free through the university. AMS-rated 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](mailto:bryan.mcgann@queensu.ca).

Exceptions to the Certificate of Liability Insurance requirements is granted on a case-by-case basis and *may* include small private meetings, photo shoots or film/video productions that take place during the Tett Centre's Main Office hours and require minimum furniture set up and no audio-visual or tech kit rentals. The Renter must receive written permission from either the Tett Centre Rentals Coordinator or the Tett Centre Director at the time of the rental quote or invoice preparation in order use the *Tett Centre Participation Waiver form* in lieu of the Certificate of Liability Insurance. Please note that renter who choose to use the *Tett Centre Participation Waiver* are responsible for reimbursing the Tett Centre for the monetary value of any Tett property that is damaged or lost as a direct result of the rental.

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

Please see our [2025 Tett Centre Rental Policies & Guidelines pdf](#) for more information.



Will the Tett Centre take a commission on entry fees and the sale of artwork and other merchandise at my event?

No. The Tett Centre does not curate or take any commissions on entry fees, ticket sales, or on the sale of artwork and merchandise belonging to you and your participating artists.

Renters and organizers of exhibitions and events 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 participating artists and/or attendees.

Will the Tett Centre sell tickets or take a commission on the sale of tickets to my event?

No. The Tett Centre is not responsible for selling tickets for your event and does not take a commission on the sale of tickets. Ticket sale tables may be placed within your rental space or just outside your rental space doors during the rental access hours in your rental agreement. Ticket tables must not block elevators, hallways, access to the stairwells and to the emergency exits and fire extinguishers.

**Will the Tett Centre help promote my event?**

Yes! Please see our *2025 Tett Centre Rental Policies & Guidelines* pdf for more information.

**What are the requirements if the Tett Centre supports or sponsors my event?**

Please see our *2025 Tett Centre Rental Policies & Guidelines* pdf for more information.

**Are there any Kingston Frontenac Lennox & Addington Public Health Requirements for Special Events?** Please see our *2025 Tett Centre Rental Policies & Guidelines* pdf for more information.

**I would like to host a fair or market with vendors at the Tett Centre for Creativity & Learning.**

**What are the City of Kingston's requirements for fairs and markets that are open to the public?**

Please see our *2025 Tett Centre Rental Policies & Guidelines* pdf for more information.

**Questions? Please contact the Tett Centre Rentals Coordinator at [rentals@tettcentre](mailto:rentals@tettcentre).**

Tett Centre rental policies and rental rates are subject to change.