



## 2025 REHEARSAL HALL 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 Rehearsal Hall.

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

### ABOUT THE REHEARSAL HALL

The 1,500 sq. ft Rehearsal Hall has been designed as a premium creation space, with exposed limestone walls, 12-foot ceilings, a semi-sprung floor, windows providing natural light. An adjoining 170 sq. ft space contains lockers, a coffee kitchen and change area, as well as the electrical power hook-ups for theatrical lighting for experimentation purposes. This stunning room is ideal for theatrical performances, large workshops, or special gatherings.

### **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 Rehearsal Hall may be rented from 8:00 a.m. to 1:00 am, Monday to Saturday (1:00 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 Rehearsal Hall may be rented from 9:00 a.m. to 5:00 p.m. on Sundays.

Please note: If your event will end after 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 can be scheduled and so that doors can be extended. Once the doors

are extended, you and your attendees will have access through the doors to the front lobby and to the first (top) and second (middle level) floors. The Rehearsal Hall is in Room 203 on the 2<sup>nd</sup> floor.

#### How can I arrange a tour?

After submitting your completed [rental request form](#), you may inquire about scheduling an in-person or virtual tour of our rental spaces and to meet with us in person to go over your rental needs. Tours are offered on weekdays only and specific times will be determined between you and our rentals coordinator.

#### How do I confirm my booking?

Upon approval of your invoice, you will be required to remit full payment or pay the booking deposit amount listed on the rental quote or invoice in order to secure your booking. Payment can be made by cash, cheque or debit/credit card, and e-transfer. Cheques should be made out to “The Tett Centre for Creativity and Learning”. If you would prefer to pay by e-transfer, the Rentals Coordinator will email you instructions.

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

If your rental is booked less than 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 must be included as a main contact on the rental invoice and on the Certificate of Liability Insurance. A signed copy of the Tett 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 the cancellation is received more than 60 days prior to the date of the event, you will be reimbursed all fees minus the 15% admin fee. If the cancellation notice is received less than 60 days prior to the event, the total booking fee paid will be forfeited. You may be liable for all rental costs if your event is cancelled with less than 30 days’ notice.

#### When will I have access to the rental space?

You and your participants and third-party vendors will have access to the rental space during your requested rental times. Please keep this in mind when booking your rental as you will need to take into consideration how much time is needed for event set up and take down. Tett staff will set up the Tett furniture and equipment according before the start of your rental, so you do not need to include this when deciding upon your rental access hours.

Please refer to your rental quote/invoice for the date and hours for setting up (including delivery), the dates and hours for attendees to participate your event, and the date and hours for the take down and removal of supplies. Please communicate these dates and hours with your attendees and third-party vendors.

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 1:00 a.m. for Monday to Saturday rentals (1:00 a.m. on the Sunday immediately following a Saturday rental). If you would like to rent the Rehearsal Hall past 5:00 p.m. on Sunday, please contact and obtain written permission from the Tett Centre Director or Rentals Coordinator.

#### What are the regular maximum space capacities?

60 attendees seated together at tables, 60 attendees seated theatre style, and 80 attendees 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 Rentals Coordinator or Director based on activity.

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

Sixteen 6' rectangular and 60 folding black resin chairs. Please note that the Tett Centre does not supply linens and tableware; please consult with your caterer/bar service provider or rent those items through a third-party supplier.

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

- A 1,500 sq. ft of space with 12' ceilings, located on 2nd floor, Room 203
- Large windows
- Kitchen and change area (no cooking appliances in kitchen)
- Sprung Floor – ideal for dance and theatrical performances!
- Steinway Piano – Please note that the piano cannot be removed from the Rehearsal Hall
- Two sofas – Please note the two sofas cannot be removed from the Rehearsal Hall
- Rolling coat rack
- Set up and take down of Tett furniture included (table/chairs)
- Multiple electrical outlets
- Theatrical Lighting + Tech Kit Packages available for rent

#### What are the base rental rates?

\*Four hours is the minimum rental session charged; however, after the first four (4) hours, the Rehearsal Hall can be rented hourly.

##### Regular Base Rental Rates

- 4 hours (minimum rental) - \$175.00 + \$26.25 Admin Fee + \$26.16 HST = \$227.41
- 8 hours - \$230.00 + \$34.50 Admin Fee + \$34.39 HST = \$298.89
- Weekly - \$700.00 + \$105.00 Admin Fee + \$104.65 HST = \$909.65

Reduced Base Rental Rates offered to Registered Not for Profit organizations, Arts-focused events, and Student/School Events

- 4 hours (minimum rental) - \$120.00 + \$18.00 Admin Fee + \$17.94 HST = \$155.94
- 8 hours - \$175.00 + \$26.25 Admin Fee + \$26.16 HST = \$227.41
- Weekly - \$580.00 + \$87.00 Admin Fee + \$86.71 HST = \$753.71

Interested in booking your first series of workshops?

If you have never hosted a series of workshops at the Tett Centre before, we recommend that you host one or two workshops first.

What extra equipment is available for rent?

- Portable projector + Screen | \$40.00
- Stand microphone (two available) | \$45.00 each.
- JBL Self-Powered Speakers (two available) | \$25.00 each.
- Theatrical Lighting + Tech Packages include one stand microphone, one JBL Self-Powered Speaker, a soundboard, and a lighting board to control the lights. | \$100.00 per day (\$400.00/week).

Please note that Renters must provide their own adapters for their devices.

Flipchart stands (no paper), and easels may be provided at the discretion of Tett Staff.

Are there any additional fees?

Any additional audio-visual or other equipment rental costs, 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 fees: 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/hr (minimum of three hours required.) 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.

If your event is outside the Tett Centre Main Office and/or the building's public hours, you may be required to pay for a Tett staff member. The Tett staff member will attend to your rental's needs, help regulate traffic, and/or operate our rented audio-visual equipment.

If a Tett staff member is unavailable during your rental, or if the Tett Centre Director or Rentals Coordinator permits your rental to proceed without the hiring of Tett Centre staff, a code to a key lockbox located outside rental space will be provided to you 1 – 2 days before your event. You would be responsible for turning off the lights in the room, locking the door, and returning the key to the key lockbox at the end of your rental. There is a \$25.00 replacement fee for a lost key.

At the discretion of the Tett Director, you may be able to obtain a fob into the Tett Centre for a \$30.00 refundable deposit. Please contact the Tett Rentals Coordinator at the time of booking if you will require a fob. The deposit will be returned to you when the fob is returned to the Tett Main Office immediately following your rental.

Tett Centre staff will set up and take down Tett Centre furniture and/or rented audio-visual equipment for your event at no extra cost.

The hiring of Tett Centre staff may be required for the rental of Tett Centre audio/visual equipment. For example, the Tett Centre staff will set up your laptop on our portable projector, conduct a test and explain the equipment technical instructions to you and your staff before your event begins. Please provide an adapter for your device.

Tett Centre staff are not responsible for setting up, taking down or removing artwork and supplies belonging to you, to your participants, or to your third-party vendors such as caterers. You and your attendees/participants and vendors will need to remove their supplies before Tett Centre staff can set up, move, or remove Tett Centre furniture.

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.

- If you are renting the Tett Theatrical Lighting + Tech Package, your technician(s) and crew are required to meet with a **Tett-approved technician** for a 3-hour teaching session at the start of the rental for an assessment and tech advice. A \$140.00 fee will apply. Additional hours are \$45.00/hr. Exceptions may be possible if your technician has already been approved by the Tett Centre Director.
- **A Security Guard**, if alcohol is served during a rental, at a cost of \$35.00/hr. 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?** Renters for art-making workshops with under 15 attendees *may* have the option of using the *Tett Centre Participation Waiver* in lieu of the Certificate of Liability Insurance. Please ask the Rentals Coordinator for details.

Are there any decorating or set/stage design 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 or set/stage design plans to Tett Centre Rentals Coordinator prior to your rental. Final set/stage designs for performances must be approved by the Tett Centre Director at least two weeks prior to your rental.

Permitted:

- Masking tape, push pins and small (1"-2") finishing nails are the only means by which decor and artwork may be attached to the white walls.
- Lightweight materials may be affixed with masking tape that does not leave a heavy residue when removed.
- Additional lights are permitted if they are CSA approved.
- Battery-operated candles are permitted. Open flames are not permitted.

### NOT permitted:

- The limestone walls and wooden doors 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.
- Artwork, displays, etc. must not touch utility pipes in the Tett Gallery.
- Artwork and other items must not touch the gallery lighting or tracking for the lights.
- Artwork, posters, etc. are not permitted on the dividing wall between the Tett Gallery and the Activity Room.
- Writing, drawing or artmaking on the walls is NOT permitted.
- Adhesives such as duct tape, gaffer tape, double-sided tape and hanging tabs with and without hooks, and glue are not permitted on the white walls, or on the glass windows and doors.
- Screws or wall anchors may not be used in the walls without permission from the Tett Centre Director or Tett Centre Rentals Coordinator.
- Open flames such as candles are not permitted.
- Objects or materials that could set off the motion detectors are not permitted overnight in any part of the facility (i.e., streamers, etc.).
- No hanging items (props) from the lighting beams and I-beams (example, water pipes) without prior approval.
- Glitter and confetti are not permitted in the facility.
- Decorations or displays must not cover the emergency sensors, exit signs, fire alarms, fire extinguishers and defibrillators. Emergency exit routes must remain clear.
- Loose cords or any items on the floor that may be tripping hazards are not permitted. Electrical cords must be taped to the floor with duct tape.

Protective floor covering must be placed under third party furniture (built stages, raisers, etc.).

Decorating which requires a ladder must be done by Tett Centre staff.

You are responsible for providing supplies and tools (i.e., hammers, nails, measuring tapes) for your event.

You are responsible for removing your decorations, art, 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.

Please communicate your set up and take down dates and hours with your participants and vendors. Supplies that are not taken down and removed from the rental space by the end of your rental access may incur additional rental charges and/or be removed from the rental space.

### Are there any art medium and tool restrictions?

Yes. While we encourage art-making workshops in our rental spaces, there are a few restrictions.

- Heavy equipment and tools that can cause permanent damage to the black sprung floor or theatrical lights are not permitted. (i.e., heavy duty circular saws).
- Flames (i.e., candles, blowtorches, etc.) are not permitted.
- Writing, drawing or artmaking on the walls is NOT permitted.
- If using wet or messy art mediums, you are required to provide and cover the Tett Centre tables with vinyl tablecloths and the floor with protective ground cover. Spills must be wiped up immediately.
- Clay must not be poured down the sink as the Rehearsal Hall's kitchen sink or in the public restrooms as they do not have clay traps. The pouring of clay will damage the pipes! If using clay, please dispose of the clay and clean any clay-covered tools in the Activity Room (if available) or in another location outside the Tett Centre (not on the exterior grounds).
- Plaster must not be poured down any of the sinks in the Tett Centre as it will cause damage to the pipes. If using plaster, please dispose of extra plaster and clean any plaster-covered in another location outside of the Tett Centre (not on the exterior grounds).
- Please see [decorating or set/stage design restrictions](#) above.

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

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 may not always be available. Deliveries can be made to the loading area off Morton Lane. Parking is not permitted in Morton Lane as it is a fire route. Please do not leave artwork and other supplies unattended in the shared public areas.

### What are my options for serving food and beverages, including alcohol?

Please see our [2025 Catering Policies and FAQ](#) pdf for more information.

### Do I need to provide insurance?

Yes, with a few exceptions. A Certificate of Liability Insurance is mandatory for the rental of Tett Centre audio visual equipment, for events that are open to the public, and for events where alcohol is served or consumed, 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 policy must extend for the duration of the renter's access date(s) and hours. Please refer to your final rental agreement.

The Tett Centre for Creativity and Learning (our charity) and The Corporation of the City of Kingston (who owns the building) must be named as the "additional insured, inclusive of bodily injury and property damage per occurrence."



Insurance providers who specialize in the arts are also a valuable resource including palcanada.com. You may also choose to engage your own Insurance provider. We can also recommend a private insurance provider.

Queen's-Related Events: The Tett Centre is an independent Not for Profit charitable arts organization. We enjoy offering rental spaces for Queen's student groups and departments for their meetings, conferences, theatrical productions, and Gallery exhibitions. 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.

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 in order use the *Tett Centre Participation Waiver form* in lieu of providing a Certificate of Liability Insurance.

Theft Insurance: The Tett Centre is not responsible for items belonging to you (The Renter), 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 there be parking 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).

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

Please keep in mind Tett Centre tenant parking signage and numbered spots are for Tett tenants only. Free parking is also available in the residential neighborhood on the north side of King Street West.

**Is the Tett Centre fully accessible?**

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. An elevator is available on the King Street West side of the building. Guide dogs are welcome in the building.



Will the Tett Centre take a commission on entry fees and 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 applicants and participating artists.

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

No. The Tett Centre is not responsible for selling tickets for your events 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 access hours in your rental agreement, and 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 email the Tett Centre Rentals Coordinator at [rentals@tettcentre.org](mailto:rentals@tettcentre.org)

Tett Centre policies and rental rates are subject to change.