

**370
KING
WEST**



TETT RENTAL INFORMATION

**370 King St. W
Kingston, ON
(343) 266 0009**

WELCOME! -----

Welcome to the Tett Centre for Creativity and Learning located at 370 King Street West on the shore of Lake Ontario. The Tett provides a trained group of professional staff to coordinate rentals for patrons in three spaces: the Malting Tower, the Rehearsal Hall, and the Community Exhibition Gallery and Activity Room. The Tett Centre is a fully equipped art centre suitable for a wide range of public and private events and programming.

Rentals of the Tett Centre provide operational funds for the non-profit, charitable Tett Centre for Creativity and Learning. Let the friendly staff help plan the most enjoyable function possible and support the arts at the same time.

WHO TO CONTACT FOR RENTALS -----

For rentals in the Tett Centre for Creativity and Learning, please contact: **rentals@tettcentre.org, (343) 266-0009, ext. 3091** during regular business hours

TETT BUSINESS HOURS -----

Mon – Fri 9:00 am – 5:00 pm

TETT PUBLIC HOURS -----

Mon - Fri 9:00 am - 8:00 pm
Sat - Sun 9:00 am - 5:00 pm

The Tett Centre may be rented outside of regular hours. Please see Staffing Requirement Details for additional costs.

ROOM CAPACITIES -----

MALTING TOWER

- 110 seated at round tables
- 140 seated theatre style
- 175 standing reception style

REHEARSAL HALL

- 60 capacity
- Semi-sprung floor
- Tables and chairs can be provided, subject to availability.

COMMUNITY GALLERY & ACTIVITY ROOM

- 150 capacity
- Tables and chairs can be provided, subject to availability.

BOOKING REQUESTS -----

Priority is given to local community groups whose programming meets our mission.

<http://www.tettcentre.org/about-us/mission>

RENTAL RATES -----

Standard pricing is indicated in the Tett Facility Rental Rates and Fees; pricing is also available to not-for-profit and charity organizations working in support of arts and culture in the community.

MARKETING AND PROMOTION -----

The Tett does not take responsibility for the marketing of events, shows and programs for rental clients but does provide these promotional opportunities:

- Event listing and description at TettCentre.org (to obtain this service, please request an Event Submission Form from Tett staff). Cost: free.
- Poster display on interior boards (subject to availability). Cost: free.
- Social media sharing on the Tett's extensive Facebook and Twitter networks. Cost: Free for 1 post to each site, additional posts and Facebook advertising may be arranged for an agreed upon fee.
- Digital signage in the Tett lobby as one of 10 slide decks in constant rotation. Subject to availability and must be scheduled 3 weeks prior to the event. High-res creative must be provided. For specs, ask the Tett staff. Cost \$25/wk.
- Blog post at TettCentre.org (Subject to availability. Must be booked 3 weeks in advance.) 250-400 words and accompanying photos must be provided. Cost: \$50
- Inclusion in an e-blast to Tett Centre mailing list. (Subject to availability and must be booked a minimum of 3 weeks in advance.) Cost: \$75

PAYMENT DETAILS -----

- A facility security deposit of up to 60% may be required for your rental.
- All remaining fees must be paid prior to the start of the event.
- Payment methods include: cash, PayPal, cheque (made payable to the Tett Centre for Creativity and Learning).

STAFFING REQUIREMENT DETAILS -----

TETT STAFF

Tett staff or designate is required to be onsite at all times that the public is present in the building. There is an additional fee of \$30/hr. for any event that occurs outside of the Tett's regular business hours.

SECURITY

Any event serving alcohol is required to have a minimum of one security guard onsite at all times. A fee of \$25/hr. per security guard will be charged. Additional security guards may be required depending on the nature and size of the event.

TECHNICIANS

The Tett maintains a full range of technical services including sound, lighting, and projection. Tett staff will set up a meeting to discuss your event schedule and provide a full estimate of costs.

- For rentals requiring technical support, a tech is required at the renter's expense.
- A minimum of one technician is required for an event using audio or video in the Malting Tower. Additional technicians may be required depending upon the complexity of the event.
- The Tett maintains an approved technician list. All technicians must be on this list or supervised by someone on this list. To inquire about adding a technician to the list, please email Tett staff.
- Technicians work a minimum 3-hour call.

ROOM SET UP

- A standard set up is provided for all rentals.
- Additional charges may apply for other set up requests; please ask Tett staff for details.

SERVING ALCOHOL

- Any event serving alcohol must have a Special Occasion Permit (SOP).
- All alcohol must be served in accordance with Ontario laws and Kingston bylaws and the Tett alcohol policy.

ACCESSIBILITY

The Tett Centre is an accessible building.

Guide animals are permitted to stay with their owner throughout their visit.

Entrances

The Tett can be accessed from the front, north entrance on King Street West and the rear, south patio entrance. The front doors are automatic sliding doors. Access to a side loading door can be provided.

Passenger Drop-Off

Tett staff are available to assist patrons at the main entrance. Please contact Tett staff at info@tettcentre.org prior to arrival to arrange assistance.

There are accessible parking spaces in the Tett's front parking lot.

Hearing Assistance

The Tett Centre can provide up to 6 hearing assist dual language headphones.

Elevators

There is a user-friendly accessible elevator between the first, second and third floors. Tett staff are happy to assist you while using the lifts.

Restrooms

There are three individual washrooms that are usable by patrons with wheelchairs.

Smoking Regulations

There is absolutely **no** smoking in the Tett, on the Tett’s South Patio, or within 9m of any entrance.

FOOD SERVICES -----

The Tett has a preferred caterer and approved caterer list. For this list or to inquire about being added to the approved caterer list, please contact Tett staff. There is a fee for using a caterer other than the Tett’s preferred caterer. This fee is waived for not-for-profit and charity organizations.

- All food served to the public must be prepared in a commercial kitchen.
- All food must be prepared offsite and be delivered ready-to-serve. There are no cooking or warming facilities onsite.
- Tables and chairs from existing inventory may be provided, if available.
- Cutlery, linens, dishes and decorations are not provided.
- Tett staff must be notified if food and/or alcohol will be served and if caterers will be used.

INSURANCE -----

Insurance for facility rentals is **mandatory** as it will cover rental clients and patrons with regard to legal liability for bodily injury to, or damage to property of others (such as spectators, passers-by, property owners and others), resulting from the rental activity.

The Tett Centre for Creativity and Learning requires rental clients to carry general liability insurance in the amount of \$2 million (\$5 million for an event involving alcohol), naming the The Tett Centre for Creativity and Learning and The City of Kingston as “additional insured, inclusive of bodily injury and property damage per occurrence.”

Rental clients must provide a Certificate of Insurance, which states the following:

- Estimated attendance
- Date, time, location, and type of event.

Tett booking staff are available to suggest insurance solutions for organizations that may not be covered under their own insurance or that of their caterer.

TERMS AND CONDITIONS -----

Please read and take note of the detailed terms and conditions included with the rental contract.

CANCELLATIONS -----

The Tett reserves the right to cancel a permit if there is a break in the Terms and Conditions or if the facility is being used for a purpose for which it was not permitted.

OTHER FEES -----

Moveable Projector.....	\$40
Projector Malting Tower.....	\$90
Sound system Malting Tower	\$60
Wireless handheld mic.....	\$40
Lavalier mic.....	\$45
Stand mic.....	\$45
Soundboard.....	\$25
JBL self power speakers.....	\$25
Paint & patch fee (Gallery only).....	\$50
Easel	\$10
Non-sufficient funds (NSF)	\$40
SOCAN.....	As per tariffs
Liability Insurance.....	Obtain quote

All fees are subject to HST



MALTING TOWER

The Malting Tower features a gas fireplace, podium with microphone, wifi and a server kitchen.

Room	Sq.ft.	Max. Capacity	Features	Time Period	Rates	Non Profit
Malting Tower	2000	175	fireplace	1/2 day (4hrs)	\$700.00	\$550.00
				full day (8hrs)	\$1,100.00	\$850.00

REHEARSAL HALL

The Rehearsal Hall features a black box space with a semi-sprung floor and rehearsal quality baby grand piano. Includes a Green Room with sink, 24 chairs and 6 tables.

Room	Sq.ft.	Max. Capacity	Features	Time Period	Rates	Non Profit
Rehearsal Hall*	2000	60		1/2 day (4hrs)	\$125.00	\$100.00
				full day (8hrs)	\$200.00	\$175.00
				per week	\$500.00	\$450.00

GALLERY SPACE/ACTIVITY ROOM (2000 SQ FT)

Our combined Gallery / Activity Room is designed such that the full space can be used as a gallery while also being used for arts activities. It can be divided with a moving wall allowing for a Gallery only space of 1000sq.ft. and Activity Room only space.

Room	Sq.ft.	Max. Capacity	Features	Time Period	Rates	Non Profit
Gallery**/Activity Room	1500	150		1 week	\$550.00	\$500.00
				2 weeks	\$850.00	\$800.00
				4 weeks	\$1,450.00	\$1,300.00
Activity Room	500		sink	per hour (3 hours min)	\$25.00	\$20.00
Gallery**	1000			1 week	\$350.00	\$300.00
				2 weeks	\$550.00	\$500.00

				4 weeks	\$950.00	\$900.00
Activity Room	1000		sink	1 week	\$250.00	\$200.00
				2 weeks	\$350.00	\$300.00
				4 weeks	\$550.00	\$500.00
				1 day	\$150.00	\$100.00
** paint & patch fee may be applied					\$50.00	

STAFF REQUIREMENT DETAILS

Tett Staff or designate	per hour	\$30.00	required for all bookings outside of regular business hours
security	per hour	\$25.00	when alcohol served
technician	per hour	\$40.00	min. 3 hours

A/V - ALL ROOMS			A/V - Malting Tower only		
projector		\$40.00	Malting Tower specific		
wireless handheld		\$40.00	projector	\$90.00	
lavalier mic		\$45.00	sound system	\$60.00	
stand mics		\$45.00	podium & mic	included	
sound board		\$25.00			
JBL self power speakers		\$25.00			

OTHER FEES & EQUIPMENT

SOCAN / Resound fee	as per tariffs
Liability Insurance	obtain quote
paint & patch fee (Gallery)	\$50
Easel	\$10 each