

## **Flex Studio Booking Policies Equipment and Service Rates**

This document summarizes key Flex Studio booking policies and prices outlined in the Appendix: Flex Studio Terms and Conditions as attached to your Rental Contract.

**To confirm your Flex Studio Booking and receive a detailed Quote, please complete the Flex Studio Detailed Quote Request** with all the details of your booking and your needs:

<https://torontoartscape.submittable.com/submit/24759?step=submission>

### **Conditions of the Space**

#### **CLEANING AND RESTORATION**

You will be provided with a Studio Space that has been cleaned once every 48 hours. If you require your space to be specifically cleaned prior to your use, you are welcome to use the mop and bucket provided in your studio. You can request a pre-booking cleaning for a charge for **\$50 + HST per Studio**.

There may be scuffs or marks on the walls from previous users. If you require a fresh paint touch up of the walls and surfaces, you can either use paint provided and paint the walls yourself during your rental or have Artscape Staff prepare the walls of your space for a Restoration fee of **\$100 + HST per Studio**.

#### **FURNITURE**

Each studio has 10 folding tables and 30 folding chairs. If you require more than 10 folding tables or more than 30 chairs, we recommend that you rent additional table and chairs. Any rentals of tables, chairs, linens, glassware, and other event supplies must be rented from **Chairman Mills, our Exclusive supplier. Tel: 416-391-0400**

Email: [rentals@chairmanmills.com](mailto:rentals@chairmanmills.com)

#### **FLOORPLANS AND CAPACITIES**

Please contact [cleighton@artscape.ca](mailto:cleighton@artscape.ca) for specific floor plans and capacities for typical setups in the Flex Studios. As a rough guide the Flex Studios can accommodate:

Reception: 80 - 100

Theatre/Lecture: 60 – 80

Seated Dinner: 40 – 60

Classroom / Working Groups: 25 – 30

Board Meeting: 25 – 30

#### **SOUND AND LIGHTING**

The Gold (107) and Silver (106) Flex Studios are equipped with two powered speakers and a mixer with an AUX input. The Platinum (109) and Creative (108) Studios do not come with built-in sounds system but you may rent a sound system from Artscape if required. Each studio has wall-operated overhead lighting and temperature control. If you need assistance operating the sound and lights please book at tutorial with [cleighton@artscape.ca](mailto:cleighton@artscape.ca).

If you require additional sound, lights or staging, any additional rentals must be approved by [cleighton@artscape.ca](mailto:cleighton@artscape.ca). Recommended suppliers are listed [here](#).

#### **MUSIC TARIFFS**

The Music Tariff includes both SOCAN and Re:Sound fees which are applied for all events that include live or recorded music at all Artscape venues.

Re:Sound is a Canadian not-for-profit music licensing company dedicated to obtaining fair compensation for artists and record companies for their performance rights. Re:Sound is legally authorized to collect and distribute royalties for artists and record companies worldwide as payment for the public use of their music in Canada. For more information about the Re:Sound fee please visit [www.resound.ca](http://www.resound.ca).

SOCAN (the Society of Composers, Authors and Music Publishers of Canada) is a Canadian not-for-profit organization that focuses on providing Canadian and international music creators and publishers their performance rights. For more information about SOCAN [www.socan.ca](http://www.socan.ca).

| Room Capacity<br>(Seating/Standing) | Without Dancing |                 |                          | With Dancing |                 |                          |
|-------------------------------------|-----------------|-----------------|--------------------------|--------------|-----------------|--------------------------|
|                                     | SOCAN<br>Fee    | Re:Sound<br>Fee | Total<br>(Fee per event) | SOCAN<br>Fee | Re:Sound<br>Fee | Total<br>(Fee per event) |
| 1-100                               | \$20.56         | \$9.25          | \$29.81                  | \$41.13      | \$18.51         | \$59.64                  |
| 101-300                             | \$29.56         | \$13.30         | \$42.86                  | \$59.17      | \$26.63         | \$85.80                  |
| 301-500                             | \$61.69         | \$27.76         | \$89.45                  | \$123.38     | \$55.52         | \$178.90                 |
| Over 500                            | \$87.40         | \$39.33         | \$126.73                 | \$174.79     | \$78.66         | \$253.45                 |

\*\*These rates do not include applicable HST\*\*

Please note that you will see a line item on your quote stating the above music tariff. This fee will be collected by Artscape and submitted to SOCAN and Re:Sound on your behalf.

#### ATTACHING ITEMS TO WALLS, FLOORS AND CEILINGS

All items being attached to the walls and ceilings must be pre-approved by [cleighton@artscape.ca](mailto:cleighton@artscape.ca). Please provide the detail of what you would like to secure into the walls and ceilings and what hardware you are proposing to use.

Please note that inside your studio, you may adhere paper to the wall using painters tape only. Should you damage the walls due to improper tape or glue you may be charged a **Maintenance Fee of \$50 + HST**

#### SMOKING/SPECIAL EFFECTS

Artscape properties are smoke-free environments. There is no smoking within 9 m of the building entrances. **No open flames are permitted and candles must be battery type.** Propane, butane and all other compressed gases must be pre-approved by [cleighton@artscape.ca](mailto:cleighton@artscape.ca).

Please note that birdseed, bubbles, rose petals, rice or glitter may not be thrown in or around any Artscape building.

#### MOVABLE WALLS

Up to four 4' wide, 8' tall white movable walls are available for rental, at \$10 / week + HST per wall, subject to availability.

Please note that each Studio comes with five (5) moveable walls as part of your rental.

#### LADDERS

Ladders are available to borrow from Artscape, used at your own risk. **You CANNOT use a ladder unless you have signed a Ladder Waiver/Terms and Conditions Form** upon pick up of the Ladder.

## USING THE COMMON AREAS

You must make a request if you would like to use the building common areas (Urban Living Lounge) for any purpose, including for a registration table, signage. You cannot use the hallway for coat racks. You cannot use the hallway for storage, including for bikes, boots or strollers.

## SPACE AFTER YOUR USE, CLEANING AND DAMAGE

You must return your Flex Studio to the condition in which you found it, which includes the condition of the floors, ceilings or walls. Please return all tables and chairs to their storage position. Please ensure no garbage is left anywhere in the space, and please take all belongings with you. Please remove any food or excess garbage to the bins at the north end of the building for the courtesy of the next user. If Artscape determines that your space has not been properly restored, or there is damage, you will be subject to a cleaning and maintenance fee at the discretion of Artscape.

## Events

### QUIET ENJOYMENT POLICY

All bookers must comply with the building's quiet enjoyment policy. This means that you (and your guests) cannot create noise or conduct activities that disturb the comfort or quiet enjoyment of other Flex Studios bookers or visitors in the common areas.

Quiet enjoyment does not mean silence. Talking at a normal level, rehearsing, playing recorded music etc. behind your closed studio door is welcome - however, if your activities become disruptive to the quiet enjoyment of others around you, Artscape staff are at liberty to ask you to cease all noise and activities. If activities deemed disruptive are not ceased after a request, your booking can be terminated by staff.

**The playing of live percussion and/or brass instruments is strictly prohibited.**

### END TIME

**All events must end by 11pm** as Artscape Youngplace is located in a residential neighbourhood and we abide by a Good Neighbour Policy that is non negotiable. This means that all guests have **departed** by this time and event cleaning begins at 11pm. It is also not permitted to **load in or out** substantial equipment after 11 pm or before 7 am. If you have a substantial load in or out you must rent the studio for the period the following morning that you will require to complete your load out.

### EVENT SUPERVISOR

**If your event takes place in the public areas of Artscape Youngplace**, if you are serving alcohol, or you expect more than 100 guests, you must have an Event Supervisor at your event at the rate of \$25 + HST per hour, for a minimum of 4 hours. They will start 30 minutes prior to your Official Event Start Time, and end 1 hour after your Official End time. Event Supervisors ensure your events are properly signed, troubleshoots issues and ensures the safety of all AYP guests. They also ensure the event ends, is loaded up and is cleaned up on time.

### BEVERAGE – ALCOHOL SERVICE

If your event **MORE than 30 days** (Public Events) or **MORE than 10 days** (Private Events) from today:

- a) YES, you can serve alcohol – there are two options:
  - a. If you are an **individual or for-profit organization** you can host a **PRIVATE reception**. You must acquire a special occasion permit by following the instructions and completing the form [here](#). Note: A PRIVATE event cannot be advertised in any way, including on our website, on posters or social media. If you are planning on promoting your event, you cannot apply through this means. You must also follow all the rules of the SOP, and we draw your attention to the following requirements:
    - i. You must submit a copy of your permit in advance to [cleighton@artscape.ca](mailto:cleighton@artscape.ca).

- ii. All alcohol being served must be purchased/acquired on the SOP. This includes donated alcohol which should have the SOP number listed on the donation receipt. To purchase alcohol on an SOP just bring your SOP to the LCBO and they will list it on the receipt.
  - iii. All alcohol must be served by someone with Smart Serve certification
  - iv. You must fulfill all requirements of the SOP, including the requirement for security, which includes:
    - 1. Your alcohol must always be under direct supervision of the Responsible Person identified in your SOP, your bartender, or locked up. We have lockers that can be rented for this purpose.
    - 2. You must have one person designated at ALL times at each entrance to your event to ensure alcohol does not leave the licenced area. This person cannot consume alcohol prior to or while they are performing this function. If you will not be able to have a designated person you must hire Security Guards – for a charge of \$30/hour per guard, for a minimum of 4 hours. This service is ordered through Artscape.
  - v. All unused alcohol must be returned after the event.
- b. If you are a **Not-for-Profit or Charitable Organization**, and can provide proof of your status, you can host a **PUBLIC or PRIVATE** reception where you either offer complimentary alcohol to your guests, or benefit financially from the sale of alcohol. You must acquire a special occasion permit by following the instructions and completing the form [here](#). You must also follow all the rules of the SOP, and we draw your attention to the following requirements:
- i. You must submit a copy of your permit in advance to [cleighton@artscape.ca](mailto:cleighton@artscape.ca).
  - ii. You must post a copy of the SOP on the wall at your event.
  - iii. All alcohol being served must be purchased/acquired on the SOP. This includes donated alcohol which should have the SOP number listed on the donation receipt. To purchase alcohol on an SOP just bring your SOP to the LCBO and they will list it on the receipt. Receipts must be on site to be provided to an inspector or police if requested.
  - iv. All alcohol must be served by someone with Smart Serve
  - v. You must fulfill all requirements of the SOP, including the requirement for security, which includes:
    - 1. Your alcohol must always be under direct supervision of the Responsible Person identified in your SOP, your bartender, or locked up. We have lockers that can be rented for this purpose.
    - 2. You must have one person designated at ALL times at each entrance to your event to ensure alcohol does not leave the licenced area. This person cannot consume alcohol prior to or while they are performing this function. If you will not be able to have a designated person you must hire Security Guards – for a charge of \$30/hour per guard, for a minimum of 4 hours. This service is ordered through Artscape.
  - vi. All unused alcohol must be returned after the event.
  - vii. Note: if you sell tickets to your event, and there are complimentary drinks for attendees, that is a SALE event.

If your Public event is less than 30 days from today OR your private event is less than 10 days from today, unfortunately, you cannot serve alcohol at your event.

## FOOD AND BEVERAGE

You are welcome to bring in your own food and beverages. All catered food must be provided by an insured caterer. Catered food and non-alcoholic beverage is subject to a 20% landmark fee for orders above \$150. This landmark fee is reduced to 15% if you select an [Artscape Preferred Caterer](#). All food and beverage must be cleared and disposed of within an hour of the reception's completion, otherwise an additional food disposal charge will be added at Artscape's discretion.

## DOORS OPEN LATE

If your event is expecting guests in and out of the building after 9pm (Monday to Sunday) you can request that the doors remain unlocked. They can remain unlocked until 10:30pm. **All events must end by 11pm** as Artscape

Youngplace is located in a residential neighbourhood and we abide by a Good Neighbour Policy that is non negotiable.

### EVENT SECURITY

As noted above, if you are serving alcohol you must have someone assigned to all exits as security. If you need to hire Security Guards for other purposes (for example, if you have valuable materials you would like supervised overnight), please let us know.

### KEY CARDS

Please be sure to **make an appointment** to pick up your key card in advance of your rental. You will be required to leave a \$20 cash key deposit, which will be returned to you when you return your key.

To use your Key Card, put it in front of the red light on the card reader. It will beep and turn green. Apply pressure just above the door handle PUSH the DOOR IN as though you are trying to push the door opening INTO the room. Then RELEASE – the Door should pop open towards you.

## Communications

Here are a few tips for making your communications and promotions most effective:

- The name of the building is Artscape Youngplace.
- The address is 180 Shaw Street, Toronto
- You are in “Studio 106 – Flex Studio Silver” / “Studio 107 – Flex Studio Gold”

- **Website Listing**

Get your event into the AYP Website Event Listing:

<http://artscapeyoungplace.ca/events/community/add>

Once you upload your details it will take up to 48 hours for your event to appear on the website. You can see examples of events here: <http://artscapeyoungplace.ca/events/>

- **Wayfinding Signage**

AYP is a “no paper-taped-to-wall signage” facility. **This means signs are not to be taped to any surface, including the door of your studio.** Any paper signs found posted will be removed. Artscape can offer you one freestanding sign frames that you can slip an 8 ½ x 11” sign into and can place it to identify or offer directions to your events. Please contact the Program Coordinator if you need to borrow one or two – you will sign them out and be responsible for returning them by an agreed upon date. We can also tell you where we picked them up if you would like to own a few yourself if you think you will need such sign stands on a constant basis.

- **Postcards**

Feel free to leave postcards on the community postcard rack in the main lobby. Postcards left anywhere else in the building will be removed and placed on this rack. Postcards for events that have passed will be recycled.

**PLUS:** [www.artscapeyoungplace.ca](http://www.artscapeyoungplace.ca) | Facebook: Artscape Youngplace | Twitter: YoungplaceTO |  
Instagram: @youngplaceto

## Equipment Rentals

Alongside all Flex Studio rentals, the following additional equipment and services can be rented subject to availability. Any other rentals of tables, chairs, linens, glassware, and other event supplies must be rented from Chairman Mills, our Exclusive supplier: 416-391-0400 / [rentals@chairmanmills.com](mailto:rentals@chairmanmills.com)

| Landmark Fees - Catering and non-alcoholic beverages above \$150 | <b>15% (Preferred Caterers)<br/>20% (All other Food/Beverage)</b> |
|--|---|
| Cleaning post Event  | <b>\$50</b>   |
| Cleaning pre Event   | <b>\$50</b>   |
| Room Restoration   | <b>\$100</b>  |
| Hallway Use - Table / Day  | <b>\$25</b>   |
| Hallway Use - Reception  | <b>\$150</b>  |
| Projector  | <b>\$20</b>   |
| Small Screen   | <b>\$20</b>   |
| Mixer and Speakers   | <b>\$50</b>   |
| Microphones (each)   | <b>\$10</b>   |
| Sound Setup Fee  | <b>\$25</b>   |
| Tablecloths (per cloth)  | <b>\$5</b>  |
| Security (Smart Serve) – per hour                                | <b>\$30</b>   |
| Event Supervisor – per hour                                      | <b>\$25</b>   |
| Bartender (Smart Serve) / hour                                   | <b>\$25</b>   |
| Fridge Locked Storage (per day)                                  | <b>\$50</b>   |

\*All rates are subject to HST

## Emergency Numbers

**Police/Fire/Ambulance (emergency)..... 911**

**After-hours Maintenance Emergency ..... 416-509-3984**

*If you cannot get into your rented studio or there has been an emergency on site,  
please contact:*

**Lisa Cristinzo, Acting AYP Managing Director .....647-637-9698**  
[lcristinzo@artscape.ca](mailto:lcristinzo@artscape.ca)