

**Loft 112**  
**Creative Hive Rental for Art Show**  
**Rental Expectations 2018**

**\*Cost: \$75 per one (1) artist**  
**+\$25 each additional artist**

*\*subject to the terms of this rental agreement*

**By agreeing to book the creative hive space for your art show and accept an invoice you have agreed to these terms. PLEASE READ CAREFULLY:**

**FOR \$75 YOU ARE RENTING THE CREATIVE HIVE SPACE:**

Rental Fee includes up to three (3) hours to install your art, host an opening (6-10pm) and up to three (3) hours to take down your art (all dates to be booked). The art remains on the wall for up to three weeks.

Any additional installation time and/or take down time, longer opening times and/or additional bookings for workshops or additional open viewing times will be subject to an additional charge.

Cost is for one (1) artist. For each additional artist, there is a \$25 charge per artist.

The creative hive space of Loft 112 is flexible, with lightweight, moveable chairs. You may move the chairs to whatever configuration you wish on the night of your opening. Two people can rearrange the room in under ten minutes.

Set up and take down of the chairs and art is your responsibility as is the promotion of your show (although we are happy to share your promotional material).

*Your rental does not include Loft 112 staff time.*

**Please note.** This space comes with furniture that cannot be removed. In other words, this is not an empty room.

This space can accommodate:

- MAXIMUM 30 people at one time for your opening. Of course more can come and go over the evening.

The space also has:

- an office/reading room
- a kitchen with a stove and oven and fridge.
- wine glasses, dishes, cutlery and mugs available for use.

**THE WALLS** Art can be hung on both the concrete wall and any of the painted drywall.

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**Concrete Wall:** There is a rail hanging system on the concrete wall with the ability to hang up to eight (8) paintings using the rail hanging system.

**AND/OR** ONLY 3M (or the like) hooks or velcro can be used on this wall. Please buy these yourself and pay attention to the size of the hooks and match them to the weight of your art. No holes may be drilled into the concrete wall. It takes one hour to adhere hooks to the wall. Please factor this into your install time

**Painted Walls:** There is also a rail hanging system on the turquoise painted wall with the ability to hang numerous paintings of various sizes.

You may use 3M hooks as well. This is the easiest way to hang your art as the take down is simple and there is no damage to the walls.

**OR** you may use nails or thumb tacks. If you choose to do this, you are responsible for patching, sanding painting the walls and leaving them in a condition you would be happy to hang your own art on. By putting nails in the walls, you agree to bring the walls back to a state that looks good for the next artist. This means you must book in a full day to take your art down, patch, sand and roll on paint. 'Spot painting' is not acceptable.

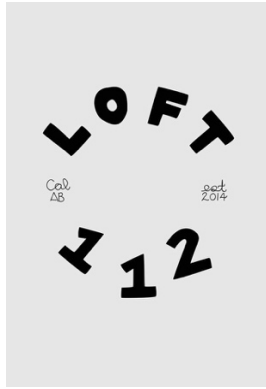
Nothing other than masking or paint tape (or similar) can be used on the walls. Please do not use duct tape anywhere in the Loft including floors or windows or appliances or sandwich board.

**LOFT 112 COMMUNITY** This is a space for creators to enjoy. Please do.

To keep costs down and spirits high, please respect the space and clean up/patch up before you leave so the next booked group can come in and get started in a clean/patched space. *There is a \$100 fine for leaving the Loft in any kind of mess.*

**CLEANING EXPECTATIONS** All rentals are expected to leave the loft as clean or better than they found it on the night of your install, opening, take down and any other events you might rent the space for.

- Return the space to the way it was (unless arrangements are made beforehand). This means **returning chairs and tables from where they came.**
- Sweep the floor.



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- Ensure the garbage is in the garbage bag, compost is in the compost bag, and recycling is in the recycling bag and not left on tables or counters or floors. Extra bags are found in the bottom drawer right of the oven and/or under the sink.
- If you have chosen instead to use disposable plates and glasses, you must tie off the full garbage bag, place it by the back door and put a fresh bag back into the bin. Do not leave an overflowing garbage bag for the next group to clean up.
- Wipe counters and tables and clean kitchen well (if you've used it).
- Wash mugs and/or any dishes or glass you've used in a **sink of hot and soapy water with a touch of bleach** and clean out the sink. Please do not just rinse off dishes. **Please put all dishes away.**
- Check bathrooms for cleanliness before you leave and any unnecessary mess is looked after (ie., garbage on the floor, water on counters or floors, toilet paper empty, toilets flushed). You don't have to clean the bathroom, just clean it up if need be.
- Throw out coffee filters, empty coffee pots and rinse out pot after use. Wipe down burner and pot, return to shelves.
- Turn down the heat and turn off all lights & the fan
- Close and lock windows and the hallway door (sometimes guests unlock it)
- Cigarette smoking is only outdoors and use and empty the ashtray after use. Please do not litter cigarette butts on the grounds. Anything other than cigarettes must be smoked away from Loft 112.

### **WHAT TO BRING:**

### **INSTALL/TAKEDOWN:**

- your own supplies for hanging (3M hooks, nails, hammer, wire, level, ladder etc).
- paint roller(s), paint brushes

### **PAINT CLEAN UP**

- It is important to notice if you spill or splatter paint on the floors, counters or furniture and clean it up immediately using a rag you brought or a rag from under the sink.

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- Paint can only be cleaned in the bathroom. The kitchen is for food clean up ONLY.  
Please do not use dish cloths or towels to clean any paint as this is dangerous to the health of others
- Please do not leave any dirty rollers or paint brushes at the Loft.
- Please return the paint and patching materials to the small cubby under the stairs.

**WHAT WE SUPPLY**

- spackel, tools, sand paper
- white and turquoise paint
- cleaning supplies

**WHAT TO BRING:**

**NIGHT OF OPENING:**

You are welcome to bring in whatever food or drinks you wish; however, if bringing in alcohol, you must follow the AGLC Rules, including having a liquor licence: <https://aglc.ca/liquor/liquor-licences>

**Coffee, tea and soda**

All are available **for a price** and on the honour system. Lisa can be asked to come in and bartend your PRIVATE event. Please check her availability

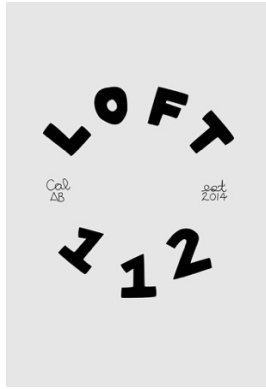
Soda/juice/water \$2.00

Tea \$1.00

Coffee \$1.00/\$5.00 pot

**Hear's My Soul coffee shop** is located down the street. Coffee ranges from \$3-\$6 a cup or a thermos can be ordered for around \$18. This is a great place for post opening gathering. It is licensed

**PLEASE NOTE:** This space runs on the goodwill and honesty of the creative community. Anyone not able to respect the low rent, the physical space, the items within it, or the clean up requirements, please do not ask to rent Loft 112. This means no semi or permanent markings on wall and honour the start and finish times of your booked event. If you've arranged for someone to come and lock up, please be done on time. All evening events must be over by 10pm (because we are part of a larger condo unit and must respect our neighbours).



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The mandate of Loft 112 is to provide an inexpensive, flexible, creative space to support emerging and established writers and creators in the practice, promotion and celebration of literary/art. Loft 112 is an alternative, intimate and fantastic space. Please honour our contribution to the larger literary and creative community by:

a) knowing your budget. If you cannot afford the rent, look to alternatives. Consider attendance, weather, your time to properly advertise and create your event. Rent is not dependent on any of these factors.

THIS MEANS If you book the space you are required to pay the rental fee even if your art show doesn't run. Loft 112 will ensure your booking is honoured and in return you must also honour your agreement. We think this is a fair transaction.

b) pay the agreed upon price in full and upon receipt of your invoice.

c) \$75 rents you the space ONLY. If you wish for someone to set up, take down and clean up after your event this can be arranged. The price for each service is \$100.

d) arrive when you say will arrive and be completely done when you say will be done. **Don't forget to factor in clean up and post-event mingle time and include that as part of your booking. Loft 112 is a popular venue and sometimes our bookings are back to back. Those that come to unlock and lock Loft 112 also need to be honoured for their time and not expected to wait for you.**

We hope you sell a lot of art. As part of our mandate to support artists, 100% of sales go to you. If you are successful in your sales and want to give back to Loft 112, this OK by us!

Phew, that's a lot! (but we've learned it has to be said).

### **Please contact:**

Lisa Murphy-Lamb (Director) if you have any questions:

403-455-1120 (leave a message)

email: [loftonetwelve@gmail.com](mailto:loftonetwelve@gmail.com)

[www.loft112.org](http://www.loft112.org)