

Date: \_\_\_\_\_

## Charlotte Street Arts Centre (CSAC) Booking Form

732 Charlotte Street, Fredericton, NB E3B 1M5 • (ph) 454-6952 • (fax) 454-6956 • [info@charlottestreetarts.ca](mailto:info@charlottestreetarts.ca)

Organization (if applicable): \_\_\_\_\_ Profit / Nonprofit

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Event: \_\_\_\_\_

Date(s) requested: \_\_\_\_\_

Time of event/show: \_\_\_\_\_ Time required (incl. set up & clean up): \_\_\_\_\_

Room(s) Requested:

Auditorium     Foyer     Multi-Purpose Room     Culture Garden

Noise Level:  Loud     Medium     Low    Audience No. expected: \_\_\_\_\_

Please tick off all the requirements:

Piano     Lighting\*     Use of alcohol\*\*

Keg fridge     Projector\*

Sound and mic\* (No. of mics required?) \_\_\_\_\_

Chairs (how many?) \_\_\_\_\_  Tables (how many?) \_\_\_\_\_

Set up on my own     Pay for set up \_\_\_\_\_

Special Instructions: \_\_\_\_\_

Every booking is subject to availability and approval by the centre. Set up/Clean up fee may be applied.

\* For technical service, please contact Riley at [rileyrenton42@gmail.com](mailto:rileyrenton42@gmail.com) (12. Technical Equipment).

\*\* When serving alcohol, a Special Occasion Permit is required (4. Food, Beverage and Alcohol).

All public events must be posted on the CSAC website. Please send information to [media@charlottestreetarts.ca](mailto:media@charlottestreetarts.ca).

Full cash or cheque payment must be received to have access to the space.

Please make cheques payable to 'FAL' or 'CSAC'. Thank you for your interest.

**I acknowledge that I have read and agreed to the FAL Rental Terms and Conditions.**

Client Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FREDERICTON ARTS & LEARNING INC. (FAL)**  
**CHARLOTTE STREET ARTS CENTRE (CSAC) RENTAL TERMS AND CONDITIONS**

**1. Booking & Payment**

Groups must complete a booking form, sign the rental terms and conditions, and pay a rental deposit equivalent to 50% of the rental fee to confirm booking. Full payment must be paid to have access to the space. Any rentals requested less than 10 working days from the rental date must be paid in full at time of booking. At the discretion of the centre, a damage deposit may be due at the time of booking. Damage deposit will be released after your event, providing no damage or extra clean up services have been assessed and that all payment have been received. Please note that all damages to inventory, equipment or property will be subject to an additional charge based on the costs of repair and/or clean up of the rental space.

**Auditorium Rental**

**\* Prices may be subject to change.**

Maximum Capacity - Standing: 320, Seated: 175, Seated at Tables: 130

Auditorium Dimensions: Stage: 32' x 21', Seating area: 43' x 32', Height: stage floor to grid: 11', seating area floor to grid: 13'

**Equipment/Services Available**

Advertisement on our website  
6' X 2'6" Folding Plastic Tables  
2' wide cocktail tables  
Chairs  
Podium/Easels  
Parking  
Single Keg Fridge  
Sound, lightning and/or projector  
Piano  
Technician services  
Note: Set up/Clean up fee may be applied.

**Fee**

Complimentary  
Complimentary  
Complimentary  
Complimentary  
Complimentary  
Complimentary  
\$15/day  
\$40/day (\*Projector only available in the AUD, 'Screen' = Back White Wall of AUD)  
\$75/day, hourly rehearsal rate available  
\$18/hour (paid directly to qualified technician)

**Auditorium/Culture Garden Rates**

Full day: \$220  
Half day (up to 4 hours): \$140  
Half day on Fridays, Saturdays & Sundays: \$160  
Second and subsequent full days: \$160  
Weddings: \$295

**Multi-Purpose Room/Green Room/Foyer Rental**

Maximum Capacity - Seated: 40, Seated at Tables: 30      Multi-Purpose Room Dimensions: 27' x 15' x 13'

Non-profit Rates:	\$85/day	\$55/half day (up to 4 hours)	\$20/hour or any part there of
Regular Rates:	\$115/day	\$85/half day (up to 4 hours)	\$20/hour or any part there of

**2. Cancellation Policy and NSF cheque**

If the client should cancel the rental agreement with CSAC for any reason with less than one month's notice, the deposit fee will be retained by CSAC. A \$20 administration fee will be applied to all refunds and NSF cheques. If CSAC is forced to close unexpectedly due to circumstances beyond CSAC's control (e.g. severe weather, fire, etc.), the client will have the right to reschedule their CSAC activity at no additional cost, or be reimbursed their deposit fee.

**3. Décor Policy**

We do not supply table linens. When decorating, anything that will leave a mark on the walls of the building is NOT permitted. This includes, but is not limited to, poster putty, nails, push pins or tacks of any kind. Painter's Tape is the only approved method of affixing decorations to the walls. Any holes or marks left on the walls will result in the loss of the damage deposit. Candles (tea lights, votives, pillar) in enclosed containers are permitted. Decorations can be hung from the metal pipes on the ceiling, not the sprinkler system. Set up and tear down must be done during the rental period.

**4. Food, Beverage and Alcohol**

Clients have the option of choosing their own caterer and cuisine. No alcohol may be served or sold on the site at the CSAC without a Special Occasions Permit (SOP). Clients must make their own application for an SOP through [http://www2.gnb.ca/content/gnb/en/services/services\\_renderer.200825.Liquor\\_Permits.html](http://www2.gnb.ca/content/gnb/en/services/services_renderer.200825.Liquor_Permits.html), or use a licensed caterer or bar service. The Charlotte Street Arts Centre signing officer must also sign the application. A copy of your Special Occasion Permit

must be forwarded to [info@charlottestreetarts.ca](mailto:info@charlottestreetarts.ca) prior to the beginning of your rental period. To order Picaroons' beer, contact Brendan Moore at [brendan@picaroons.ca](mailto:brendan@picaroons.ca) at least 2 weeks in advance.

**5. Front of House, Publicity Services**

CSAC does not provide any front of house services at this time. All publicity and ticket sales are the responsibility of the client. For free publicity of your event on our website or social media (excluding political and religious), please send all relevant information to [media@charlottestreetarts.ca](mailto:media@charlottestreetarts.ca). Information must be received at least two weeks in advance, complete with a graphic/poster, all dates, times, cost and contact information.

**6. Hours**

All performances and public events at the CSAC are to end by 11pm. Arrangements for take down/clean up after 11am must be approved by CSAC staff.

**7. Insurance Service and Fees**

While on-site at the CSAC facility, clients are responsible for any damage or harm to their own property and personnel. They also accept responsibility for any damages to FAL's property by the user or one of his/her members, guests or participants. The user is aware that FAL does not carry liability insurance for the benefit of the user. The user agrees to indemnify and save harmless Fredericton Arts and Learning Incorporated, including their employees and agents of all liabilities, claims, actions or damages arising from the use of the centre by the User.

**8. Janitorial and Maintenance Services and Fees**

Clients are responsible for leaving the CSAC facility and equipment in the same physical condition as when it was rented, which includes picking up all litter and decorations associated with their event. **There's a sink closet just before the washrooms on the second floor for users to wash paintbrushes or dishes.** Users will not be responsible for cleaning the washrooms or floors; however, any major spills should be cleaned up as they occur. If the facility has not been properly maintained, a portion of the damage deposit may be kept if further cleaning is required. CSAC will charge clients as follows:

Janitorial fee: Minimum \$20/hour                      Property Damage: Cost to replace/repair + 10% administration fee

**9. Keys**

Please ensure that keys are picked up during our office hours before your event. \$25 per key will be charged for the replacement of key(s). Doors must be locked and keys must be dropped off in the key drop box outside the CSAC office door, room 200, immediately after your event.

**10. Noise & Smoking Policy**

Under the City of Fredericton By-Law No. S-13, a by-law respecting disturbance by noise, states that, 'No person shall make, or permit to be made, any noise within the City of Fredericton likely to cause a public disturbance or otherwise disturb inhabitants of the City of Fredericton.' Smoking is strictly prohibited anywhere in the Charlotte Street Arts Centre.

**11. Security**

If CSAC deems that security should be in place for any events, the individual/organization renting the facility will need to have Security personnel approved by CSAC administration. Extra fees for security may apply.

**12. Technical Equipment**

CSAC has a list of qualified technicians for clients who require the CSAC sound, lighting and/or projection equipment. Technicians must be contacted directly and paid directly for their services at about \$18/hour. For technical service, please contact Riley at [rileyrenton42@gmail.com](mailto:rileyrenton42@gmail.com) or [506-866-4268](tel:506-866-4268).

**I acknowledge that I have read and agree to the terms and conditions of the Rental Contract.**

Client Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**The Charlotte Street Arts Centre**  
732 Charlotte Street, Room 200, Fredericton, NB E3B 1M5  
Ph: 506.454.6952 Fax: 506.454.6956  
[info@charlottestreetarts.ca](mailto:info@charlottestreetarts.ca)    [www.charlottestreetarts.ca](http://www.charlottestreetarts.ca)  
Updated: March 9, 2017

