

Federation of Canadian Artists – FCA Flex Space Rental Terms & Conditions

Location: FCA Flex Space, 1310 Johnston Street, Granville Island, Vancouver, BC

1. Booking & Payment

- **Reservation:** Bookings are confirmed only upon receipt of a signed rental agreement and full payment or deposit (see below).
- **Payment:**
 - Rentals under \$300: full payment required upon booking.
 - Rentals \$300 or over: 50% deposit required upon booking; balance due 7 days before event.
- **Accepted Payment Methods:** Credit card, cash, e-transfer, or cheque payable to *Federation of Canadian Artists*.

2. Cancellation Policy

- **More than 14 days' notice:** Full refund minus a \$25 administrative fee.
- **7 days' notice:** 50% refund of total rental fee.
- **Less than 7 days' notice:** No refund.
- FCA reserves the right to cancel due to unforeseen circumstances (full refund will be issued).

3. Rental Rates

Rates are as per the current FCA Flex Space Pricelist (subject to change without notice).

Rates apply to:

- **FCA Members**
- **Emerging Members** (FCA Under 25 Members & New Graduate Members)
- **Non-Profit Organizations**
- **Regular Pricing** for all others.

4. Hours & Access

- Standard rental hours: 9:30 am — 5:30 pm daily
- Requests for hours outside the standard rental period are subject to approval.
- Half-day: up to 4 hours; Full-day: up to 8+ hours.
- Access is strictly within the agreed booking period.
- Early entry or late departure may incur additional hourly charges.

5. TERM:

The term of this Rental Agreement shall be as described below (includes set-up and clean-up):

Date(s): _____	Time(s): From: _____ to _____
_____	_____ to _____
_____	_____ to _____
_____	_____ to _____
_____	_____ to _____

6. Space Usage

- The space shall be used by the Renter for the following use(s) only:
 - ☐ Workshop/class/seminar
 - ☐ Reception/Exhibition
 - ☐ Meeting
 - ☐ Other: _____
- Restrictions:
 - No hazardous materials, open flames, or amplified music without prior written approval.
 - All activities must comply with Granville Island and FCA policies.

7. Capacity & Safety

- Maximum capacity: 40 people
- Exits must be kept clear at all times.
- Emergency procedures must be followed if applicable.

8. Setup & Cleanup

- Renter is responsible for setting up and restoring the space to its original condition.
- All garbage and recycling must be removed.
- Any damage, spills, or excessive mess may result in a cleaning/damage fee (minimum \$150).

9. Equipment & Furniture

- Tables, chairs, and basic lighting are included.
- Additional equipment may be rented separately if available.
- Any personal equipment must be approved for safety compliance.
- Available Items:

- ☐ Tables (7 large, 1 small)
- ☐ Chairs (23)
- ☐ Easels (10)
- ☐ Flip chart easel (paper not included) (1)
- ☐ Projection Screen (1)
- ☐ A/V Equipment and Computer data projector/TV (1)

***Renters must use their own laptop**

10. Insurance & Liability

- Renter assumes full responsibility for any damage, loss, or injury during the rental period.
- FCA is not liable for lost, stolen, or damaged personal property.
- Proof of liability insurance may be required for public events.

11. Alcohol & Food

- Alcohol service must comply with BC liquor laws and require a Special Occasion License.
- Caterers must carry their own liability insurance.
- Renter is responsible for any spills or damages caused by food/beverages.

12. Assignment

- Renter shall not sublet, assign, or transfer any of its interest in this Rental Agreement, without the prior written approval of the FCA.

13. Execution of Agreement

- Renter must sign and return this Rental Agreement and pay the non-refundable deposit on acceptance of the rental offer.
- Failure to do so renders this agreement null and void, and the offer will be canceled.

14. Binding Agreement

This constitutes a binding Rental Agreement between both parties.

15. Compliance

- Renter agrees to follow all FCA rules, building regulations, and Granville Island guidelines.
- Access will not be granted until the agreement is signed by both parties and rent is paid.
- Other FCA spaces (offices, artist studios) are not accessible.
- Consumables (art supplies, kitchen items, office supplies) must be supplied by the Renter.
- Kitchen equipment (sink, microwave, refrigerator, kettle, coffee maker) may be used but must be cleaned and returned to its original state.
- Renter must leave the FCA Flex Space in its “Default Space Setting.”
- No personal storage outside the rental term is permitted; FCA is not liable for any resulting loss.
- Non-compliance may result in immediate termination of rental with no refund.

Acknowledgment

I, the undersigned, have read and agree to abide by the above Terms & Conditions for renting the FCA Flex Space.

Renter:

Name: _____

Organization (if applicable): _____

Signature: _____

Date: _____

Federation of Canadian Artists

Name: _____

Signature: _____

Date: _____