

GALLERY STRATFORD

Facility Rental Information



Gallery Stratford is proud to be a meeting place for creative programming and events. The mandate of the Gallery is to continue to promote excitement and understanding of visual arts; to build relationships with artists, businesses and individuals in the community; and to expand revenue to support Gallery programming.

Our Facilities

Gallery 1

Room for 100 standing or 70 seated

Our largest gallery with high ceilings is an inspiring space for a reception.

Gallery 2

Room for 80 standing or 60 seated

A spacious gallery displaying one of our exciting art exhibits.

Gallery 3

Room for 45 standing or 30 seated

A newly renovated space, perfect for your meeting or reception.

The Studio

Room for 20 standing or 15 seated

A meeting place for off-site planning or as a studio space for hands-on creative activities.

Policies and Procedures

To ensure your event is a success, thank you for understanding and agreeing to the terms on the following page.

Booking Procedure: The Gallery does not book events more than 8 months in advance or less than 2 weeks in advance. All events are subject to approval based on the security of the artwork and programming schedules. A deposit of \$50 is required to confirm a booking.

Rental Times: Renters are charged an hourly rate as indicated on the application form (\$110 hourly for Gallery 1 or Gallery 2, \$80 hourly for Gallery 3, and \$40 hourly for the Studio space).

Payment: The Gallery requires a \$50 deposit to confirm an event. The booking must be paid in full no later than 7 days in advance of the event. Cancellation of the event 2 weeks prior results in the cost of the deposit. Cancellations less than 2 weeks in advance will be billed 75% of the contract.

Set Up & Tear Down of Equipment: Set up and cleanup is the responsibility of the renter unless otherwise arranged with Gallery Stratford. Events must be set up and torn down within the arranged rental time. Any equipment must be a minimum of 4 feet away from any artwork and cannot be affixed to the walls. Gallery Stratford does not guarantee the type of artwork within the space. Existing art and lighting within an exhibition cannot be adjusted. The renter will be charged a \$50 housekeeping fee if cleanup of the event is not completed.

Events and Decorations: The Gallery does not permit the use of the space in for external fundraising efforts for any campaign or organization, or if there will be items for sale. All decorations or signage are subject to the approval of Gallery Stratford management.

Food, Refreshments and Smoking: A Special Occasion Permit is required to serve alcohol at Gallery Stratford. It is the responsibility of the renter to secure this permit from the LCBO and provide a copy for the Gallery prior to the event. Food and drink are permitted with Gallery Stratford management approval. The food and menu arrangements are the responsibilities of the client. Gallery Stratford is a smoke free building and does not permit candles on site.

Parking: City of Stratford parking is available behind the building. Additional parking for guests is the responsibility of the client.

User Responsibilities: Renters are responsible for the gallery facilities, equipment and exhibitions during their activities. Any damage incurred during an event must be reported to Gallery Stratford staff immediately. Repair or replacement costs resulting from damage are the responsibility of the user.

Thank you for your interest.

Please contact Gallery Stratford for more information:

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