

# CLOCK TOWER CULTURAL CENTRE



USAGE INFORMATION PACKAGE  
THE ARTS AT HEART

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Questions? Please contact us!

### **Clock Tower Cultural Centre Usage Facilitator**

SUSAN OLIVER, WESTBEN COMMUNITY ENGAGEMENT COORDINATOR  
705-653-5508 X205 | [COMMUNITY@WESTBEN.CA](mailto:COMMUNITY@WESTBEN.CA) | [WWW.WESTBEN.CA/CLOCKTOWER](http://WWW.WESTBEN.CA/CLOCKTOWER)

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# APPLICATION PROCESS

1. Familiarize yourself with the Cultural Centre and what it has to offer through **About the Clock Tower Cultural Centre**.
2. Review **Spaces and Details** and **Room Usage Rates** for information on choosing the room(s) that best suit your event or programming needs.
3. Review the **General Usage Policies** in order to ensure that you are willing to agree to the policies of the Cultural Centre.
4. Questions? Read through the **FAQ's**.
5. Fill out the **Usage Request Form** and submit it to the **Clock Tower Cultural Centre Usage Facilitator** at the Clock Tower Cultural Centre: [community@westben.ca](mailto:community@westben.ca) | 36 Front St. South P.O. Box 1413 Campbellford ON K0L 1L0
6. Upon submission of the Usage Request Form, a detailed **Cost Estimate** based upon the information provided will be available to the point of contact.
7. Once the estimate has been approved, a **User Agreement** contract will be prepared and two (2) copies will be sent to the Agreement Holder for execution. The Agreement Holder is required to sign both copies and return them to the Clock Tower Cultural Centre with a non-refundable booking deposit of 50% for full-day events and a refundable damage deposit. All other events must be paid in full at time of booking and require a refundable damage deposit. Westben Arts Festival Theatre, on behalf of the Municipality of Trent Hills, will then sign both copies and return one fully executed copy to the Agreement Holder.

**Please Note:** Any organization can place a hold on a date for up to one month without a deposit requirement. During this time period, should another organization request the same date, the original requestor shall have up to two (2) working days to confirm by placing a non-refundable deposit of 50% for full-day events and full payment for all other events on the date or cancel. Should the original requestor release the date, the second requestor shall provide the same non-refundable deposit immediately to secure the date.

More Questions? Please contact us!

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# About the Clock Tower Cultural Centre

Located in the heart of beautiful downtown Campbellford, the Clock Tower Cultural Centre is a place for all to dream, explore and grow through the arts.



The Cultural Centre is a special venue for arts & culture programming and events of all varieties. We offer spaces and set ups to meet your event objectives, whether public or private. From cultural gatherings inclusive of live performances and fundraisers to exhibitions and educational workshops; from 10 people to 100, the Cultural Centre is capable of hosting your ideal function.

The grandeur of this historic red-brick building has recently been restored, offering a unique option for users planning their event. As part of the careful renovations, many of the original features were retained, resulting in a modern venue with fabulous historic character.

## What It Offers:

- **Inspiring Creative Spaces.** Whether you are an artist looking for rehearsal, performance or exhibition space; an arts educator with a lecture or workshop to present to 10 or a 100; or a community organization in need of a unique space for your culturally-centred event, the Clock Tower Cultural Centre offers spaces and set ups to meet your objectives.
- **Site Amenities.** Lots of convenient parking, air conditioning, Wi-Fi and a kitchen.
- **A Convenient Location.** The facility is located in downtown Campbellford with lots of nearby amenities.
- **Reasonable Fees.** With a focus on the arts & culture, rates are fair and equitable and geared to suit an artistic budget.
- **Unique Events.** The home of Westben Arts Festival Theatre's box office and community outreach programmes, there are unique arts and cultural events scheduled regularly. Come by and get inspired!

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# SPACES AND DETAILS | Main Room



## Space Details

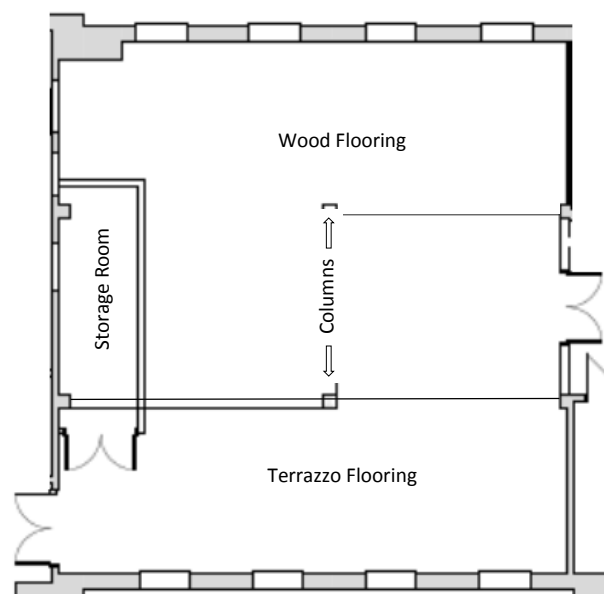
### The Room

This beautiful space has four east-facing and four west-facing windows, which flood the room with natural light from morning to early evening. Spacious and versatile, the space can accommodate a variety of configurations.

<b>Square Footage</b>	1,104 sq ft
<b>Capacity</b>	Standing (150), Chairs (150), Chairs with tables (Dancing) (100), Chairs with tables (Dining & Alcohol) (100) Chairs with tables (Other, non-alcohol) (130)
<b>Wheelchair Access</b>	Yes
<b>Amenities</b>	Tables, chairs, Wi-Fi and an upright piano are available.

### Ideal For...

- Classes/Workshops/Seminars
- Performances: Recitals, Plays, Musicals, Dance
- Art Exhibitions
- Festivals
- Community Events
- Product Launches
- Cocktail Receptions
- Fundraisers and Galas
- ...and more!



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# SPACES AND DETAILS | Boardroom



## Space Details

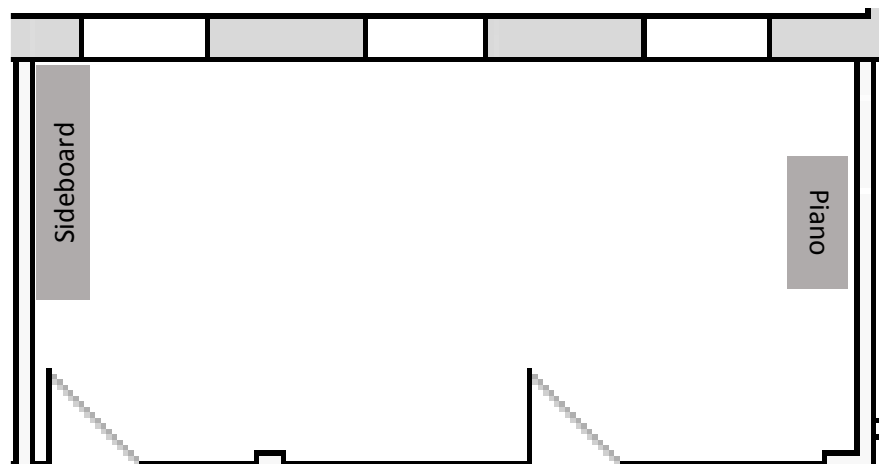
### The Room

This west-facing room gets beautiful afternoon light from three large windows, and offers a picturesque view of the Trent River and Campbellford Bridge. It provides a side-board for conveniently serving food & beverages. A piano is also available, making it an ideal multi-purpose space.

<b>Square Footage</b>	282 sq ft
<b>Capacity</b>	Chairs with tables (Alcohol) (20), Chairs with tables (Other, non-alcohol) (28)
<b>Wheelchair Access</b>	Currently, no.
<b>Amenities</b>	Tables, chairs, sideboard, Wi-Fi and a piano are available.

### Ideal For...

- Music Lessons
- Rehearsal Space
- Meetings/Presentations
- Classes/Workshops/Seminars
- Art Exhibitions
- Green Room
- ...and more!



# SPACES AND DETAILS | Westben Studio



## Space Details

### The Room

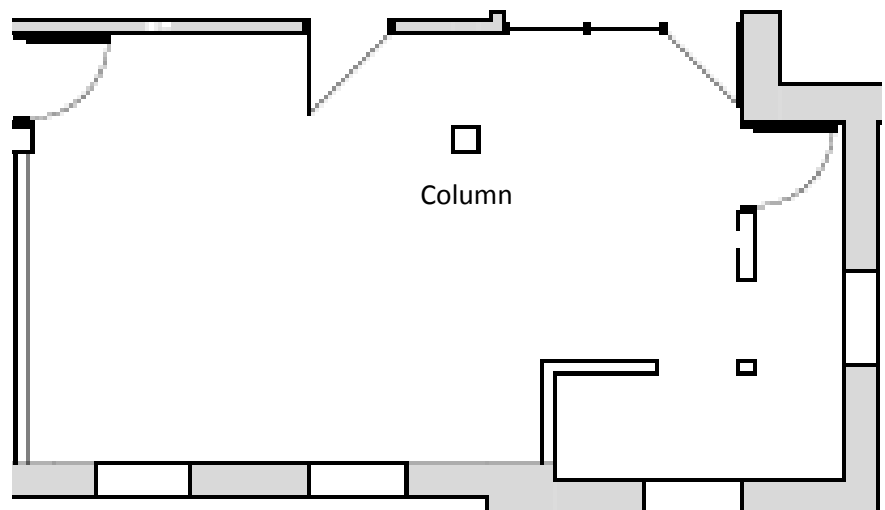
A bright open space with two windows facing east and lots of room to accommodate instruments, music stands and students.

**\*Available 9-5, Monday-Friday only**

<b>Square Footage</b>	439 sq ft
<b>Capacity</b>	Chairs (60), Chairs with tables (Other, non-alcohol) (40)
<b>Wheelchair Access</b>	Currently, no.
<b>Amenities</b>	Music stands, chairs and Wi-Fi are available.

## Ideal For...

- Rehearsals
- Recitals
- Classes/Workshops/Seminars
- Book Clubs
- Art Exhibitions
- ...and more!



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# ROOM USAGE RATES

**Half Day (4hrs.)** Full payment due at time of booking

ROOM	SQ FT	Rate 1	Rate 2	Rate 3	Rate 4
Main Room	1,104	\$85	\$55	\$25	N/A
Boardroom	282	N/A	\$25	\$15	N/A
Studio*	439	\$55	\$35	\$20	N/A

**Full Day (8hrs.)** 50% deposit due at time of booking

ROOM	SQ FT	Rate 1	Rate 2	Rate 3	Rate 4
Main Room	1,104	\$150	\$100	\$45	\$350
Boardroom	282	N/A	\$55	\$25	N/A
Studio*	439	\$85	\$65	\$35	N/A

\*Studio is available during regular business hours only, 9 a.m. - 5 p.m. Monday to Friday.

## Description of Rates:

**Rate 1:** SPECIAL EVENTS - Performances (Recitals, Plays, Musicals, Dance), Exhibitions, Festivals, Fundraisers and Galas, Public Meetings

**Rate 2:** COMMUNITY EVENTS - Classes, Workshops, Seminars, Instructions, Meetings, Launches, Recordings, Auditions

**Rate 3:** REHEARSALS - Performance preparation and arts improvement practises for which no compensation is received directly or indirectly for coaching, teaching, training services, etc. Otherwise see Rate 2.

**Rate 4:** Basic Concert Rate (9a.m.-11p.m.) with one additional room (Boardroom) \$350. One rehearsal included if scheduled at time of booking.

**Piano rental extra.** Please contact the Community Engagement Coordinator for details.

<b>DISCOUNTS</b>	25% Weekly bookings (2 month minimum commitment)
Long-Term Users	20% Bi-weekly bookings (4 month minimum commitment)
	15% Monthly bookings (9 month minimum commitment)

## Notes:

- All fees are subject to 13% HST
- All fees include a 10% Capital Improvement Fee as per Municipal regulations.
- Set up and take down is the responsibility of the Agreement Holder unless otherwise negotiated.



# GENERAL USAGE POLICIES

## **Smoking**

Smoking is prohibited throughout the premises of the Clock Tower Cultural Centre. The Centre is designated as a non-smoking building. If smoking is included as part of a production, it is the responsibility of the renter to attain guidelines and permission from the Municipality.

## **Food & Non-Alcoholic Beverages**

Prior permission must be obtained for the selling or distribution of food and beverages within the Clock Tower Cultural Centre. Anyone using the kitchen at the Clock Tower Cultural Centre will need to ensure that food products and food handling procedures are executed in a safe and sanitary manner in accordance with Public Health requirements.

## **Open Flame**

Open flame and fire is prohibited throughout the building, including candles. All staging, drapes, curtains, netting and other similar or decorative materials shall meet the flame resistance and setback requirements of the Fire Code.

## **Weapons and Dangerous Materials**

No weapons, flammable, dangerous or explosive materials, including pyrotechnics are allowed in the building.

## **Set Construction**

Any such acts such as nailing and screwing objects into the floors and walls is prohibited. Other set construction acts such as painting, etc., must first have been approved by the Westben Arts Festival Theatre Community Engagement Coordinator or his/her designate.

## **Recording/Videotaping in the Building**

Recording and/or videotaping must adhere to both Canadian copyright and recording industry performance standards. The Agreement Holder may contact the Westben Arts Festival Theatre Community Engagement Coordinator or his/her designate for general information.

## **Music**

The Agreement Holder is solely responsible for obtaining any necessary copyright authorization/licenses to utilize copyrighted live or recorded music, dramatic or other works within the building. The Agreement Holder is responsible for paying any required copyright royalties to SOCAN or Re:Sound. Documentation must be made available upon request.

## **Non-Motorized Transportation**

No bicycles, skateboards or scooters are allowed in the building. Rollerblades and roller skates must be removed at the ground floor level. Motorized wheelchairs/scooter etc. used by disabled persons are permitted.

## **Nudity**

Live Nudity is prohibited in the Clock Tower Cultural Centre in all cases. No productions are allowed to include live nudity if they are to be performed in the Centre.

## **Live Animals**

Admission of animals to the facility is prohibited unless approved by the Municipality of Trent Hills. The only exceptions that will be made to this rule are guide dogs and hearing dogs.

Children (under 16 years of age) must be supervised at all times by a parent/guardian.

## **Incident Reporting**

Following an incident or accident, an 'Incident Report Form' must be completed and submitted both to the Municipality of Trent Hills and Westben by email, fax, or in person within 24 hours or the next business day.

## **Noise**

The Clock Tower Cultural Centre abides by the Corporation of the Municipality of Trent Hills Noise By-law 2005-36. Every person who contravenes any provision of this By-law is guilty of an offense and shall be subject to penalty in accordance with the Provincial Offenses Act.

# FREQUENTLY ASKED QUESTIONS

**What types of events can the Clock Tower Cultural Centre accommodate?**

The Clock Tower Cultural Centre can host a wide spectrum of arts and cultural events including performances, exhibitions, fundraisers and galas, community events, cocktail receptions, meetings, seminars, talks, product launches and more!

**Who is my contact for the Clock Tower Cultural Centre?**

Westben Arts Festival Theatre is the Clock Tower Cultural Centre designate for the Municipality of Trent Hills and Westben's Community Engagement Coordinator will be the contact person leading up to the day of your event for all Third Party Users. A Municipality of Trent Hills contact may be reached during an event in cases of an emergency involving the premises.

**What services are included?**

Our staff will work with you to customize your content and room layout. We can also recommend preferred event suppliers. Please Note: the Agreement Holder is responsible for their own room set up and take down (tables, chairs etc.). \*Set up and take down service can be provided for a fee of \$15 per hour.

**Is your venue licensed?**

No, the Clock Tower Cultural Centre is not a licensed facility. Third Party Users are required to obtain their own LLBO Special Occasion Permit and PAL (Party Alcohol Liability) Insurance. Any Agreement Holder wishing to serve alcohol will also comply with the Municipal Alcohol Risk Management Policy. This stipulates but is not limited to the hiring of a SmartServe bartender.

**Can I hold an outdoor event/ceremony?**

No, currently the Clock Tower Cultural Centre does not have adequate space to accommodate an outdoor event.

**Is there a minimum time and cost commitment?**

Yes, room usage and costs are factored by the half day.

**Do you provide linens and dishes? Can I have a third party caterer cater my event?**

The Cultural Centre does not provide tabletop items, however, we can recommend one of our preferred suppliers. Any other third party caterers must be approved by Westben Community Engagement Coordinator.

**What is your payment structure?**

The Agreement Holder is required pay to the Clock Tower Cultural Centre a non-refundable booking deposit (50% of total fees) for full-day events and a refundable damage deposit. All other events must be paid in full at time of booking and require a refundable damage deposit.

**What are the percentages for the taxes?**

Room usage prices and furniture and equipment rentals are subject to 13% HST.

**Is your facility air-conditioned?**

Yes, our facilities are fully air-conditioned.

**Is your facility wheelchair accessible?**

Yes, the building and the first floor can be accessed via a ramp and the first floor has wheelchair accessible washrooms. The second floor has limited accessibility.

**Where can my guests park their vehicles?**

There is free parking at the large municipal parking lot right beside the Clock Tower Cultural Centre.

**When do I have access to my event space?**

You have access to your event space 15 minutes prior to usage start time and 15 minutes after usage end time. If set up or take down time is required, the space should be booked with that in mind.

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**THE CORPORATION OF THE MUNICIPALITY OF TRENT HILLS  
CLOCK TOWER CULTURAL CENTRE  
USAGE REQUEST FORM 2014/15**

Today's Date: \_\_\_\_\_, 20\_\_\_\_

**AGREEMENT HOLDER INFORMATION**

Your name: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Secondary Contact (*if applicable*): \_\_\_\_\_

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

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

Website: \_\_\_\_\_

**EVENT INFORMATION**

**Type of Event (please check all that apply):**

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Class/Workshop/Seminar         | <input type="checkbox"/> Rehearsal       | <input type="checkbox"/> Performance (Concert, Play, Musical, Dance) |
| <input type="checkbox"/> Meeting (Private) (Public)     | <input type="checkbox"/> Exhibition      |  |
| <input type="checkbox"/> Reception/Dinner               | <input type="checkbox"/> Fundraiser/Gala |  |
| <input type="checkbox"/> Other (Please describe): _____ |  |  |

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Event Open to Public (Ticketed) | <input type="checkbox"/> Event Open to Public (Non-ticketed) | <input type="checkbox"/> Private/Family-only Event |
|--|--|--|

**Number of Guests expected:** \_\_\_\_\_

**Description of Usage:**

*(please explain, with detail, how you plan to use the facilities)*

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**DATE(S) REQUESTED** (Events, Rehearsals. Please include any Set up/Take down time)

Date: \_\_\_\_\_ Purpose: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_  
Date: \_\_\_\_\_ Purpose: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_  
Date: \_\_\_\_\_ Purpose: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

For a total of \_\_\_\_\_ (number of days) in \_\_\_\_\_ week(s)

**REGULARLY RECURRING USAGE**

Day: \_\_\_\_\_ Purpose: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_  
Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_  
Day: \_\_\_\_\_ Purpose: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_  
Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

**SPACE(S) REQUESTED:**

☐ Main Room ☐ Boardroom ☐ Studio ☐ Kitchen

**EQUIPMENT & TECHNICAL NEEDS:**

Please contact the Westben Community Engagement Coordinator to discuss any needs that you might have.

**Please Note:** Equipment rentals and technical labour are additional and are subject to applicable taxes. A minimum of three (3) business day notice is required.

**FOOD & BEVERAGE/ALCOHOL:**

Will food/non-alcoholic beverages be served at this event? Yes/No

Will alcohol be served/sold at this event? Yes/No (If yes, SOP and PAL insurance required)

**PLEASE INDICATE WHICH CATEGORY BEST DESCRIBES YOUR EVENT:**

☐ **REQUIRES MUNICIPAL INSURANCE:** I choose to enroll in the municipal coverage program at the indicated rate.

☐ **CAN PROVIDE PROOF OF YOUR OWN INSURANCE:** Must List the Municipality of Trent Hills as Additionally Insured.

**PLEASE NOTE:**

Upon submission of this Usage Request Form, a detailed **Cost Estimate** based upon the information provided will be available to the point of contact. Once the estimate has been approved, a **User Agreement Contract** will be prepared.

Upon execution of the User Agreement Contract, a non-refundable booking deposit and a refundable damage deposit will be required for full day events. All other events must be paid in full upon execution of the usage contract and require a refundable damage deposit.

Cheques can be made payable to the Municipality of Trent Hills.

Interest of 1.25% per month will be charged for late payments.

There is a \$30 charge for NSF cheques.

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## TERMS AND CONDITIONS

Please sign below indicating that you/your organization will be able to agree to the following conditions.

**Booking Deposit:** Upon execution of the usage agreement a non-refundable booking deposit (50% of total usage fees) for full-day events and full payment for all other events is required to reserve.

**Damage Deposit:** In addition to the usage fees, a damage deposit of \$100 must be remitted with the signed User Agreement contract. A damage deposit of \$300 is required for a licenced event. This deposit is shall be returned to the Agreement Holder at a specified settlement meeting after event is complete.

**Additional Fees:** Any equipment provided by the Municipality of Trent Hills and/or Westben is subject to additional fees unless otherwise negotiated.

**Insurance:** As a mandatory condition of rental, all activities organized by any party(s) on municipal property which will be advertised to the general public to which the general public is welcome to attend will require Third Party Liability Insurance naming the Municipality of Trent Hills and Westben Arts Festival Theatre as an additional insured, and containing a waiver of subrogation in respect of any claims against the Municipality. Said insurance will be maintained through the term of agreement. This policy should provide liability coverage of no less than two million dollars (\$2,000,000.00). No insurance is required by the Municipality of Trent Hills for private, family events; however, it is recommended that you consult an insurance broker or solicitor to determine whether obtaining insurance coverage is advisable.

**Alcohol:** Alcohol is not permitted without a SOP (Special Occasion Permit). If serving alcohol, The Municipality of Trent Hills requires the Agreement Holder to obtain their own PAL (Party Alcohol Liability) Insurance and present a copy to Westben Arts Festival Theatre at least one week in advance of the event. A copy of the Special Occasion Permit and proof of PAL Insurance must be posted in plain view at the place where the alcohol is being served. Any Agreement Holder wishing to serve alcohol will comply with the Municipal Alcohol Risk Management Policy. No other alcohol will be brought onto the premises by tenants, patrons or Agreement Holders under any circumstances. The Purchaser agrees to abide by all applicable room occupancy limits.

**Staffing/Security:** If Westben Arts Festival Theatre, on behalf of the Municipality of Trent Hills, considers it appropriate to assign staff and/or security to supervise an event, the agreement Holder must agree to and be willing to pay at cost pay for this consideration. Site occupying rules must be adhered to.

**Signage:** The Agreement Holder shall not, without prior written consent of Westben Arts Festival Theatre, install any interior or exterior signs, placards, banners or the like on the Premises. Westben Arts Festival Theatre will provide a sandwich board upon request for the Agreement Holder to place signs, placards, banners or the like.

**Use of Name, Logo & Image Rights/Reproductions:** Neither the Municipality of Trent Hills name and/or logo nor the Westben name and/or logo may be used to advertise an event unrelated to Municipality of Trent Hills or Westben business.

**General Policies:** The Agreement Holder agrees to comply with all General Policies as outlined in the Third Party Information Package.

**Cancellation:** CANCELLATION OF THE EVENT MUST BE GIVEN BY WRITTEN NOTIFICATION AND BE RECEIVED BY WESTBEN ARTS FESTIVAL THEATRE NO LESS THAN THREE (3) DAYS PRIOR TO THE DATE OF THE EVENT STATED ON THE CONTRACT OR FULL RENTAL PAYMENT WILL BE REQUIRED. IF THE CANCELLATION OF THE EVENT OCCURS LESS THAN 30 DAYS PRIOR THE EVENT DATE, THE AGREEMENT HOLDER WILL FORFEIT THE RENTAL DEPOSIT. A \$25.00 ADMINISTRATION FEE WILL BE APPLIED IF PROPER CANCELLATION NOTICE IS NOT PROVIDED. IN THE EVENT THE MUNICIPALITY OF TRENT HILLS OR WESTBEN MUST CANCEL USE OF THE FACILITY, ALL DEPOSIT MONIES WILL BE RETURNED TO THE AGREEMENT HOLDER.

Signature Here

**PLEASE SUBMIT THIS FORM TO** [community@westben.ca](mailto:community@westben.ca) **OR TO** 36 Front Street South P.O Box 1413 Campbellford, ON K0K 1L0

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