

**City of Vaughan
ART EXHIBITION + STUDIO SPACE
RENTAL PROGRAM
APPLICATION FORM**



Please read carefully through the following steps in the application process.

1. Submit this completed application form along with all required support material to:
Nadia Vidiri
Cultural Programmer, 2141 Major Mackenzie Drive
Vaughan, Ontario, L6A 1T1
905.832-8585 ext. 7436, E-Mail: nadia.vidiri@vaughan.ca
2. Applications received in full will be considered on a first-come, first serve basis for approval and scheduling by a selection committee appointed by the Cultural Services Division, Recreation and Culture Department. Applicants will be notified of their status usually within two-weeks.
3. Cultural Services will forward approved applications to Facility Bookings in the Recreation and Culture Department to request a Rental Permit is issued to each applicant.
4. Applicants then liaise directly with Facility Bookings to arrange the following:
 - **Receive a Rental Permit and keyed/alarm activated security system access to the rented heritage facility. A \$100 security deposit will be required each time a key is issued and refunded upon its return.**
 - **PLEASE NOTE: Applicants wishing to view any of the heritage sites prior to being issued Rental Permits should contact Facility Bookings directly at 905.832-8500 to arrange for the receipt of keys and security access. A \$100 security deposit will be required each time a key is issued and refunded upon its return.**

Please print clearly and complete all sections. Support material (biographical/promotional profiles and visual images) must accompany applications at the time of submission to be considered.

CONTACT PROFILE	
*Artist/Group/Organization Name	
Lead Coordinator Name	
Mailing Address/City/Postal Code	
Phone (Home/Business/Cell)	
Fax	
Email	
**Individual/Organizational Profile	Information is attached: _____ yes _____ no
Previous involvement in a Vaughan Art, Culture or Heritage Program?	_____ yes _____ no If yes, please indicate program _____

* Vaughan-based individuals/groups/organizations receive priority booking consideration. Groups comprising a minimum of 51% membership living in Vaughan is considered Vaughan-based.
 ** Submitting an individual/organizational profile is optional and helps provide the program selection committee with relevant background information. (i.e.: biography, resume or website for artists/performers and a mission statement, website or promotional brochure for groups/organizations)

Authorization

Personal information contained on this form is collected by the Department of Recreation and Culture under the authority of the Municipal Act R.S.O. 1990, c.M.45. It will be used to process your registration form, collect fees, assign participants to various programs and promote/support arts and culture programs and services in the City of Vaughan.

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BOOKING INFORMATION	
<p>Dates Requested (one or two weeks):</p> <ul style="list-style-type: none"> 1st Choice (dd/mm/yy - dd/mm/yy) 2nd Choice (dd/mm/yy - dd/mm/yy) <p>Dates should reflect a consecutive period of either 6 or 13 days spanning from Tuesday-Sunday.</p>	<p>Please select preferred dates:</p> <ul style="list-style-type: none"> 1st Choice _____ 2nd Choice _____
<p>Fee Schedule:</p> <ul style="list-style-type: none"> 1 week rental: \$154.50 + HST (6 days) 2 week rental: \$309 + HST (13 days) <p>Payment Options: (fees must be paid before bookings can be confirmed):</p> <ul style="list-style-type: none"> • Visa • MasterCard • American Express • Cheque (payable today to the City of Vaughan) • Cash payments must be made through Facility Bookings directly- do not send with application. 	<p>Please select the appropriate fee and issue payment along with your application:</p> <ul style="list-style-type: none"> ____ \$174.59 (1 week) ____ \$349.17 (2 weeks) <p>Please check the appropriate box for payment: <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express <input type="checkbox"/> Cheque</p> <p>Card #: _____ Cardholders name: _____ Expiry Date: _____</p>
<p>Heritage Facility Requested:</p> <ul style="list-style-type: none"> J.E.H./Thoreau MacDonald House William Armstrong House Vellore Cultural Interpretive Centre 	<p>Please select preferred facility:</p> <ul style="list-style-type: none"> ____ J.E.H./Thoreau MacDonald House ____ William Armstrong House ____ Vellore Cultural Interpretive Centre

FACILITY REQUIREMENTS	
<p>Programming may be conducted inside each building and/or out on the surrounding grounds.</p>	<p>Please select programming locations:</p> <ul style="list-style-type: none"> ____ inside building ____ on surrounding grounds ____ both indoors and outdoors
<p>City-owned tables and chairs are available upon request. All other display and programming equipment must be provided by rental clients.</p>	<p>Please indicate quantities and locations: ____ Tables _____ location ____ Chairs _____ location</p>

Signature of Lead Contact _____

Date _____