

Renting Space

Varley Art Gallery

2022-2023



Varley
Art Gallery
of Markham

Renting Space

Varley Art Gallery of Markham | 216 Main Street Unionville

The Varley Art Gallery offers large and versatile spaces, both indoor and outdoor, for your function or event. Our spaces are ideally suited to accommodate wedding ceremonies, bridal and baby showers, recitals, cocktail hours, and corporate events.

Visit eventsource.ca/varley-art-gallery for high quality images and a 360° tour of our spaces!

Located at the north end of historic Main Street Unionville, the Gallery is steps away from local fine dining restaurants, boutique shops, and the picturesque *TooGood Pond*. Visit unionvilleinfo.com for more!

What's Included

- 6 ft x 2.5 ft rectangular tables
- 3 ft x 3 ft tables
- 2 ft x 1.5 ft card tables
- Portable Standard Screen
- Podium
- Sound System
- Microphone and Stand

Additional furniture is available to rent. (Please see **Additional Fees** section on page 6).

Rates

Private Rates

Apply to businesses, corporations, and other for-profit groups, and to individuals or groups booking private functions.

Community Rates

Apply to established community service groups, non-profit agencies and organizations, community arts groups, and other community groups registered as such with the City of Markham.

VENUE SPACES

Florence and Donald Deacon Room



1,000 square foot rental space, with cathedral ceilings and large windows that look out onto historic Main Street Unionville. This room is highly versatile and can easily be set up for wedding ceremonies, corporate and private events.

Capacity: 146 persons (Standing); 70 persons (Seated, no tables); 54 persons (Seated, with tables)

	<i>up to 3 hours during day</i>	<i>up to 6 hours during day</i>	<i>per hour after close</i>
Private Rate	\$400	\$798	\$150
Community Rate	\$280	\$559	\$105

Lobby



Available after hours only. Perfect for private functions and corporate events, our lobby provides a versatile space with bright lighting and an elevated platform for use as a stage. Set up the space for a cocktail hour, or with the addition of a few chairs and our baby grand piano, host a concert or recital!

Capacity: 150 persons (Standing); 100 persons (Seated, no tables)

Note: Fire code does not permit sit down events with lunch/dinner tables in this space.

	<i>Booking with Deacon Room</i>	<i>Booking without Deacon Room</i>
Private Rate	\$150 flat	\$150 per hour
Community Rate	\$105 flat	\$105 per hour

Courtyard



Enjoy the great outdoors with our courtyard that overlooks picturesque Main Street Unionville. The Varley’s outdoor rental space spans 38 ft x 38 ft, providing the perfect venue for outdoor art exhibitions, art markets or special public events that draw the wider community.

Capacity: 150 persons (Standing)

	<i>during the day (10 AM to 5 PM)</i>	<i>per hour after close</i>
Private Rate	\$500	\$150
Community Rate	\$350	\$105

Paint Studio

This multi-purpose studio can be used for hosting workshops, meetings, or private functions. The room includes access to large artist sinks and shelving. Take advantage of the room's large windows, providing a wonderful view of our courtyard and ample amount of sunlight.



Capacity: 23 persons (Seated, with tables)

Note: Staffing fees apply to studio rentals during non-public hours.

Rental | \$32 per hour

Baby Grand Piano

Our Baby Grand Piano, **Grotrian Steinweg**, is available for rental for recitals or concerts upon request. **Lobby use only.** During non-public hours.

Note: Tuning the piano is the responsibility of the client.

Rental | \$103 flat rate



Gallery Tour

Should you wish to impress your guests even further, include a 1 hour guided or self-guided tour of the galleries for functions such as client appreciation receptions or a private party.

	<i>during non-public hours</i>	<i>during public hours</i>
Guided Tour	\$94 per 25 people	\$94 per 25 people
Self-Guided Tour	\$69	Complimentary

Additional Fees

Please be aware that the following additional charges may apply specifically to your event.

Set-up/Cleaning (flat rate)	\$100
Additional set-up time (per hour)	\$75
SOCAN Music Royalties	Varies
Liability Insurance	Varies
Staffing After Hours (per hour)	\$78
Site Supervisor (per hour)	\$35.50
Wedding Rehearsal (up to 2 hours)	\$103
Late Fee (per 15 minutes)	\$15
High Top Cocktail Tables (6 available)	\$10 each
5-ft Round Tables (7 available)	\$10 each
4-ft Round Table (1 available)	\$10
White Folding Chairs (100 available)	\$2.50 each

Hours of Availability

Availability of the rental spaces is dependent upon the Varley Art Gallery's public program schedule. We are open to the public **12 PM – 4 PM** Tuesday through Friday and Sunday, and Saturdays from **10 AM – 5 PM**. 1-hour set-up time is permitted prior to the rental start time at no additional cost.

Rental duration includes take-down time. All rentals must end by no later than midnight. All guests, the client and Varley Art Gallery staff must leave the premises by this end time.

Staffing & Security

Events that occur outside of regular hours of operation require the hiring of Varley Art Gallery staff. Two staff are required on the premises at all times. These staff members are present to maintain the security of the gallery and are not available to otherwise assist with the event.

Policies & Responsibilities

- Arrangements for deliveries of food and equipment must be made in advance of the event to ensure there is no conflict with the Gallery's operations.
- The client is responsible for the conduct and behavior of their guests.
- The client shall assume all liability for all damages to The Varley Art Gallery caused directly and indirectly by themselves or their invitees. The client will be responsible for the replacement or repair of any damaged furniture or equipment as well as any damage done to the facility.
- If music or musicians are playing during public hours of operation, Gallery staff may request event room doors be closed to facilitate Gallery operations.
- Nothing shall be permitted to be done or displayed on the premises which is contrary to the Criminal Code, or any provincial or municipal act, by-law, or regulation.

Policies & Responsibilities (continued)

- The Gallery exhibitions are subject to change throughout the year and therefore are not guaranteed to be on view at time of rental.
- Open flames are not permitted in the Gallery at any time. This veto includes matches, lighters, candles, sterno burners, propane, natural gas, or any other type of flame.
- The Varley Art Gallery is a **smoke-free facility**. Smoking is not permitted anywhere inside the building or outdoor courtyard.
- Rental spaces are to be left in the same condition as they were found. Gallery will provide appropriate recycling and compost bins.
- At the end of a rental event, furniture and equipment brought in or rented from external suppliers may be left no later than 4 pm the following day in a designated pre-approved location that will not interfere with Gallery operations.

Furniture & Equipment

- Varley staff will set up the Gallery's furniture and equipment as per the client's instructions. Details of furniture set up must be provided on paper to the Gallery at least **14 days** before the event. The Gallery must approve all set-up plans to ensure that the plans are in compliance with the Fire Code and the Gallery's security plans.
- Client and sub-contractors are responsible for set-up and take-down of their own equipment and rentals.
- Client is responsible for bringing in all other items needed to run their event such as tablecloths and tableware.
- For outdoor events, the gallery will only provide 6ft rectangular tables.

Set-Up/Cleaning Fees

- All rentals are subject to a flat fee for set-up/cleaning unless otherwise advised.

Food & Beverages

- It is the client's responsibility to arrange all food and beverages for the event. Catering options will be provided by Varley Art Gallery staff upon request.
- If catering is required, the client shall advise the Gallery of all catering arrangements, including the name of the caterer, time of arrival, etc.
- It is the client's responsibility to ensure that the areas to be used by the caterer are adequate and appropriately equipped. The client is strongly advised to ask the caterer to visit the Gallery prior to the event so that they will be familiar with the Gallery's facilities.
- Food and beverages are to be consumed in the rental spaces only and are not permitted in the exhibition spaces at any time.
- The kitchen facility at the Varley Art Gallery is equipped with a fridge, beverage cooler and microwave only. The kitchen is not available for food preparation, only food serving.
- Food must be brought into the facility already warm or cold-plated.
- The caterer selected by the client must ensure that the kitchen is clean and that all waste is properly disposed of at the end of the event. The Varley Art Gallery is a zero waste facility.
- In order to serve alcohol at the Varley Art Gallery, a Special Occasions Permit is required. The client must apply for this license and must present and display it at the event, otherwise, no alcohol shall be served at the Varley Art Gallery. Alcohol will be consumed only in areas as indicated on the Special Occasions Permit. Additional information can be found at agco.ca/general/general-information-special-occasion-permits.
- Only individuals with Smart Serve accreditation may serve alcohol at the Varley Art Gallery. A copy of the Smart Serve accreditation must be provided to the Gallery Administrator prior to the event date.

Decorations & Signage

- Any decorations to be used for the rental function must be pre-approved. Helium balloons, candles (or any open flames), glitter and confetti are **not permitted**. If items are affixed to the walls, they must be attached in a manner which does not damage the walls. Nails and screws may not be used.
- Clients hosting events which are open to a public audience are required to provide their own signage identifying their event.
- The client shall not display any signage which interferes with exhibitions or displays the Gallery has installed.

Photography

- Photography is permitted in the rental spaces at private events only.
- Photography within the exhibition galleries is not permitted unless prior approval is received.
- In order to take photos on Main Street Unionville, a permit is required through the City of Markham's Clerks Department.

Promotional Material

- The Varley Art Gallery does not provide any publicity or advertising for events booked at the Gallery.
- Use of the Varley Art Gallery logo and wordmark must be approved by the Varley Art Gallery.

Unloading & Loading

- Unloading and loading for events may be done through the front entrance or rear loading bay. Client must notify Varley staff in advance of preferred method to ensure that these areas are available.

Cancellation Policy & Late Charges

- If the client cancels the booking **30 days or more** prior to the event, **50%** of the deposit will be refunded. The client forfeits the deposit if the event is cancelled less than 30 days before the event unless the facility can be otherwise rented.
- If the Gallery cannot host a rental prior to its commencement due to an act of God, or other cause beyond reasonable control, the Gallery will cancel the booking and return the full payment to the client.
- Clients whose rental goes beyond their contracted end time will be charged a late fee. After a grace period of 15 minutes, the client will be charged \$15 per each subsequent 15 minutes or segment thereof.

Insurance & Liabilities

- The Varley Art Gallery of Markham is owned by the City of Markham and therefore requires that all persons or companies renting City facilities have insurance coverage with the following attributes:
 - A minimum of \$2,000,000 of Commercial General Liability
 - Name “The Corporation of the City of Markham” as an additional insured
 - Include Full Participant Coverage
- In lieu of obtaining insurance independently, coverage can be purchased through the Varley Art Gallery. The fee varies depending on the type of event, number of attendees, and whether or not alcohol will be served.
- The client shall assume all liability for all damages to the Varley Art Gallery caused directly and indirectly by him/herself or his/her invitees.
- The client will be responsible for the replacement or repair of any damaged furniture or equipment as well as any damage done to the facility. The client agrees to indemnify and save the Varley Art Gallery completely harmless against any actions, claims, suits, or applications that may be brought against the Varley Art Gallery arising directly or indirectly from the client’s use of the Varley Art Gallery.

Fire & Emergency Procedures

- In the event of a Fire or Emergency, the following regulations are in effect:
 - The Client must observe and obey the Fire Alarm Regulations.
 - The function must be shut down.
 - The gallery must be evacuated.
 - The gallery must not be reentered until deemed safe to do so by the Fire Department.

Pets (Wedding Ceremonies Only)

- The Varley Art Gallery permits the client to bring in their pet dog(s) (**2 maximum**) to participate in the wedding ceremony only. Dogs are permitted in the rental spaces only.
- The client is responsible for the conduct of the dog while on City of Markham property. The owner is responsible for looking after the animal's needs, including the cleanup and disposal of feces.
- If the dog is causing a disturbance for other visitors or is deemed by the Varley Art Gallery staff to be disruptive to Gallery operations, the visitor and accompanying animal may be required to leave the area or the Varley Art Gallery.



How to Book

1. Complete the fillable booking request form [online](#).
2. E-mail the completed booking request form to Doriana Cabeceiras, Administrator, at dcabeceiras@markham.ca.

Rental Contact Information

We would love to answer any of your questions!

Doriana Cabeceiras, Administrator (Rentals and Visitor Services)
(905) 477-7000 x 3263
dcabeceiras@markham.ca

Varley Art Gallery Front Desk Staff
(905) 477-7000 x 3261
varley@markham.ca



Photo Credit: Jennifer Xu

We look forward to hosting your next event!



216 Main Street Unionville
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varleyartgallery.ca

