



ARRAY SPACE RENTAL AGREEMENT

Questions? HOUSEMANAGER@ARRAYMUSIC.COM

More info: www.arraymusic.ca

ANTI-HARRASSMENT & ANTI-DISCRIMINATION POLICY	2
PAYMENT & CANCELLATION	2
IDENTIFICATION	2
DAMAGES & RESET FEES	2
RENTAL PRACTICES & OVERTIME	3
SOCAN & LICENSING	3
ALCOHOL POLICY	3
ASSUMPTION OF RISK	4
COVID GUIDELINES OVERVIEW	4
COVID-19 & VARIANTS LEGAL WAIVER	5
PRE-SCREENING HEALTH CHECKLIST	5
SIGNATURE	5



ANTI-HARRASSMENT & ANTI-DISCRIMINATION POLICY

[CLICK HERE FOR ARRAYMUSIC'S ANTI-HARRASSMENT & ANTI-DISCRIMINATION POLICY](#)

The Array Space does not tolerate any form of homophobia, racism, sexism, transphobia, ableism, ageism, sexual harassment, assault, discrimination, or violence.

- By booking The Array Space, you and everyone in your group agrees to abide by our Anti-Harassment & Anti-Discrimination Policy.
- You are responsible for the conduct of all people in your rental group and those who attend your event.
- If there are any safety concerns whatsoever please contact: HOUSEMANAGER@ARRAYMUSIC.COM

PAYMENT & CANCELLATION

- All fees for rentals and production services are payable by e-transfer or by credit card.
- Rental fees are due 2 weeks prior to the start of your rental
- You can cancel free of charge up to two weeks prior to your rental, if you cancel less than two weeks in advance 25% of the rental fee will be kept.
- If government policy, illness, or any reason related to COVID restricts your group from gathering, your booking can be cancelled free of charge and the deposit returned to you.

IDENTIFICATION

- All renters must submit their address, and phone number to Array
- This will only be used in case of emergency situations, and for billing.

DAMAGES & RESET FEES

- If you or any other person involved in the rental (including your audience) damages something, you are responsible and liable for the cost of a similar replacement.
- You are responsible for leaving the studio (and related property on site) in the condition it was in when you arrived.
- A reset fee, of \$100, will be applied to your rental if the space is not returned to the approximate condition that you found it.



RENTAL PRACTICES & OVERTIME

- Unless specified otherwise, a daily rental allows for access to the studio between 11AM & 11PM.
- Please account for set-up and clean-up time in planning your rental.
- Under no circumstances is it acceptable to sub-rent part, or all, of your booking/Array's Space to any other party/group.
- If you disarm/arm the alarm and enter/exit more than 30 minutes before or after your paid rental time (and haven't arranged an extension) you will be billed per hour for the additional time at \$50/hr.
- Our Staff are on call from when you enter until you exit the space, and are notified when you do. Please be respectful of their time.

SOCAN & LICENSING

- You (The Renter) are responsible (solely or with others involved in the rental) for paying all/any applicable SOCAN or other industry-related tariffs, fees, dues, etc. that may arise/result from any activities while renting Array Space.

ALCOHOL POLICY

- Arraymusic is a non-profit organization. The Array Space and its renters must abide by provincial and national laws and policies regarding alcohol consumption.
- Due to Covid-19 and variants, alcohol is NOT allowed in the space.
- Post-pandemic: BYOB (Bring Your Own Booze) is not allowed at The Array Space.
- You must obtain a special occasion permit ([S.O.P.](#)) for your group / event to serve alcohol on the premises.
- Email HOUSEMANAGER@ARRAYMUSIC.COM for more information.

ASSUMPTION OF RISK

- You are responsible and liable for your own acts and are also responsible for the acts of anyone you invite to join, or who joins you, for any activity inside The Array Space.
- You acknowledge that many activities carry inherent risks and agree that you assume the entire risk arising out of your access to and use of the Array Space.



ARRAYMUSIC & COVID

By signing this document, you agree to follow Arraymusic's COVID-19 guidelines.

[CLICK HERE FOR ARRAYMUSIC'S FULL COVID-19 GUIDELINES](#)

The health and safety of our community, clients, and employees is our highest priority and we continue to work collaboratively with our renters to identify and minimize risk levels. We have put together a policy and set of best practice guidelines designed to be taken seriously and put into practice at all times while inside the Array Space. Please review the entire document and distribute it to all members of your rental group prior to their arrivals. The primary renter or organizer is responsible for ensuring their guests observe Arraymusic's COVID policies & procedures at all times.

COVID GUIDELINES OVERVIEW

- Arraymusic's policies follow, and comply with, the government's latest public health guidance
- All individuals entering the Array Space must be fully vaccinated and provide proof of vaccination prior to being granted entry to the space
- Proof of vaccination must be uploaded to the Arraymusic COVID waiver form on entry, or presented upon entry, when requested. We will continue to update this procedure in accordance with Government of Ontario procedures surrounding vaccine passports.
- Definitions of 'fully vaccinated' and acceptable proof of immunization are available through the Government of Ontario website.
- Rentals are booked on an hourly, full-day or half-day basis.
- We maintain a minimum of 2 hours between bookings to reduce traffic and eliminate overlap between renters
- No more than 15 people are permitted inside the space at any given time. This represents 50% of our capacity.
- We assess and approve bookings on a case-by-case basis.
- We offer complete contactless entry to the space for the duration of each rental, unless production assistance during the rental is requested/required
- The studio is being professionally cleaned regularly



- Individuals are required to maintain a minimum of 6ft physical distance between each other at all times.
- Masks are required to be worn by everyone at all times unless actively singing, talking on camera, or playing a wind/brass instrument.
- Wind/brass players and singers must perform distanced, behind the provided plexiglass barriers.
- We supply plenty of hand sanitizer, disinfectant wipes, and disposable face masks for the convenience of staff and renters.
- Anyone entering Array Space is required to complete a COVID-19 screening tool and legal waiver.

COVID-19 & VARIANTS LEGAL WAIVER

- Anyone entering The Array Space is required to review and sign this waiver.
- It is the responsibility of the primary renter to ensure anyone entering the space during the rental has reviewed and signed this waiver.
- Your rental cannot commence until ALL parties have completed and signed their legal waivers.

PRE-SCREENING HEALTH CHECKLIST

- Anyone entering The Array Space is required to complete a pre-screening health checklist / COVID screening tool.
- Arraymusic is required to collect this information in compliance with the Office of the Chief Medical Officer of Health for the sole purpose of assisting with contact tracing required by Toronto Public Health.
- Arraymusic's privacy policy ensures the information you provide will be kept secure and confidential and deleted within 90 days of your visit.
- You are responsible for ensuring everyone entering the space during your rental submits this form *less than 24 hours* before entering Array's space.

[YOU CAN FILL OUT BOTH THE LEGAL WAIVER AND PRE-SCREENING HEALTH CHECKLIST WITHIN 24HR OF YOUR RENTAL START ONLINE HERE](#)

NOTE: A QR code linking to the form, as well as hard copies, can be found by the main door before entering the space.



SIGNATURE

By signing below, you (the renter) acknowledge reading and understanding this rental agreement including Arraymusic's COVID-19 policy and legal waiver.

Please complete the form and submit it to: housemanager@arraymusic.com

Name

Email

Signature

Date