



Loft 112 Creative Hive Use Expectations 2020

Rental: \$50 for up to 4-hour rental

* all new rentals require a \$100 damage deposit

By agreeing to book the space and accept an invoice you have agreed to these terms.

PLEASE READ CAREFULLY:

THE CREATIVE HIVE SPACE

The creative hive space of Loft 112 is a flexible space, with lightweight, easily movable chairs. Two people can rearrange the room in under ten minutes. Set up and take down is your responsibility. Your rental does not include Loft 112 staff time.

This space can accommodate:

- MAXIMUM 30 people in a theatre (audience with chairs) or a casual/mingle configuration (eg. for an art showing), OR
- tables for a workshop session (seats around 15), OR
- couches and chairs for a more intimate, living room-style grouping (around 15-20)

It also has:

- an office/reading room
- a kitchen with a stove and oven and fridge
- wine glasses, dishes, cutlery and mugs

Loft 112 is a space for creators to enjoy. Please do. To keep costs down and spirits high, please respect the space and clean up before you leave so the next group can have a clean space. **There is a \$100 fine for leaving the Loft in any kind of mess and/or coming late or not vacating on time.**

THE LEOPOLD ROOM

The Leopold Room is the upstairs micro-apartment which is part of Loft 112. It can be sublet for out-of-town writers and artists! Please ask about this option. We sometimes have guests stay while activities are happening in the Creative Hive space.

CLEANING EXPECTATIONS

All rentals are expected to leave the loft as clean or better than they found it. Please consult the following checklist when preparing to leave the loft after your event:

- Return the space to the way it was (unless arrangements are made beforehand). Put chairs and tables back where they were when you came.
- Give the floors a quick sweep.

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\$75 for 6-7 hour rental

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- Ensure the garbage is in the garbage bag and recycling is in the recycling bag (found under the sink) and not left on tables or counters or floors. Extra bags are in the bottom drawer right of the oven. We also compost. Please take a moment to put food waste into the compost bag.
- If you choose to bring disposable dishes and cups instead, please sort recycling from garbage. This is your job as host. If garbage is overflowing, please tie up, place by back door and replace with a new bag. Do not leave this task for the next group.
- Wipe counters and tables and clean kitchen well (if you've used it).
- Wash mugs and/or any dishes or glass you've used in a **sink of hot and soapy water with a touch of bleach** and clean out the sink. Please do not just rinse off dishes. **Please put all dishes away.**
- Check bathrooms for cleanliness before you leave and any unnecessary mess is looked after (eg. garbage on the floor, water on counters or floors, toilet paper empty, toilets flushed). You don't have to clean the bathroom, just tidy it if need be.
- Throw out coffee filters, empty coffee pots and rinse out pot after use. Wipe down burner and pot, return to shelves.
- Turn down heat, turn off all lights, and turn off fan.
- Close and lock windows and hallway door (sometimes guests unlock it in error).
- Cigarette smoking is only outdoors, and guests should use the provided ashtray and empty it after use. Please do not litter cigarette butts on the grounds. Anything other than cigarettes must be smoked away from Loft 112.

BEVERAGES

You are welcome to bring in whatever food or drinks you wish; however, if bringing in alcohol, you must follow the AGLC Rules, including having a liquor licence: <https://aglc.ca/liquor/liquor-licences>

Alternatively.



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We have a variety of beverages available **for a price** — and on the honour system. Lisa can be asked to come in and bartend your event.

Soda, juice, or water: \$2.00

Beer: \$5.00

Tea: \$1.00

Coffee: \$1.00/\$5.00 pot

If you use your own tea/coffee, please also bring in your own sugar and cream. Thank you!

PLEASE NOTE

This space runs on the goodwill and honesty of the writing and creative community. Anyone unable to respect the low rent, the physical space, the items within it, or the clean-up requirements, please do not ask to rent Loft 112. This means no nails, drills, semi-permanent or permanent markings on wall, and honour the start and finish times of your booked event. If you've arranged for someone to come and lock up, please be done on time. **All evening events must be over by 10 pm** (because we are part of a larger condo unit and must respect our neighbours).

The mandate of Loft 112 is to provide an **inexpensive, flexible, creative** space to support emerging and established writers and creators in the **practice, promotion** and **celebration** of literature and art. Loft 112 is an alternative, intimate and fantastic space. Please honour our contribution to the larger literary and creative community by:

- a) Knowing your budget, your event, your business. If you cannot afford the rent, look to alternatives. Consider all details you need to create a successful event such as attendance, weather, time to properly advertise and create your event, etc. If you book the space, you are required to pay the rental (invoiced) fee even if your course/event doesn't run. Loft 112 will ensure your booking is honoured and in return you must also honour your agreement. We think this is a fair transaction.
- b) Pay the agreed-upon price **in full** and **on time**. Please read your invoice for when and how to pay rent.
- c) \$50-\$150/day rents you the space **ONLY**. If you wish for someone to set up, take down, and/or clean up after your event, this can be arranged. The price for each service is \$100.

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- d) Arrive when you say you will arrive and be completely done when you say you will be done. **Don't forget to factor in clean-up and post-event mingle time, and include that as part of your booking. You will not be able to get in earlier or leave later than the hours your booked once reflected on the invoice.** Loft 112 is a popular venue and sometimes our bookings are back-to-back. Those that come to unlock and lock Loft 112 also need to be honoured for their time and cannot be expected to wait for you.
- e) You are responsible for everyone who attends your event and their behaviour. No one may go into any other part of the Orange Lofts at any time. We are part of the Orange Loft community and **MUST** be respectful in terms of noise both inside and outside the larger property. If there is any damage, noise violation or incidents as a result of your event, you are responsible. As the one who books the space and agrees to the terms, you must remain sober throughout the event, vigilant of all activity, and your guests/the number of people who enter the space.

Please honour the community and the terms of this agreement.

Phew, that's a lot! (but we've learned it has to be said).

CONTACT

Please contact Lisa Murphy-Lamb (Director) if you have any questions:

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