



MacBride Museum

Birthday Booking Form

Thank you for choosing MacBride Museum as your event location. Please read the following document carefully and e-mail the completed form to frontdesk@macbridemuseum.com.

MacBride is a Not-For-Profit Society and all our rental income goes to the cost of operations and staying open.

Date of Event*: _____

Number in group _____

Contact Person: _____

Billing Address: _____

Phone: _____

E-mail: _____

Location:

MacBride Museum (Downtown Location) \$100.00

MacBride Copperbelt Mining Museum \$100.00

Time*:

10:00 am – 12 :00 pm

1:00 pm – 3:00 pm

*Subject to approval

EXTRA SERVICES:

Coffee / Tea Service
\$12 per 10-cup carafe, number of carafes? _____

Use of Costumes \$50 (only available at MacBride Museum main building)

Museum Tour \$100 (only available at MacBride Museum main building)

Use of MacBride Museum Computer \$25/day
Note computer has limited programs.

Microphone and Sound system \$25/day

Projector and Screen \$25/day

Programs \$50

Archaeology Duration: 1 hour

Grade Level: K-7

Students will act as archaeologists to uncover real bones and artifacts in our dig box. This program also explains how we learn about the past by examining the things people leave behind.

All About Bears Duration: 1 hour

Grade Level: K-3

Students will walk in the footsteps of these amazing creatures by exploring their habitats, food sources and survival mechanisms. The program also explains how people and bears co-exist safely and why bears can become a nuisance. Students will understand that researching animals is one way to learn about the environment.

Yukon Mammals Duration: 1 hour

Grade Level: K-7

This program is based on the MacBride Museum's wildlife collection. It looks at characteristics, adaptations and food sources of animals that live in the Yukon. Pre- and post-program activities are available upon request.

Yukon Gold Rush Duration: 1 hour

Grade Level: 4-5

Discover why the Klondike Gold Rush was an important event in the development of the Yukon and Canada. Dress in costume, explore artifacts and archives to get an understanding of who the stampedeers were and what their lives were like.

Murder at Gold Bottom Duration: 1 hour

Grade Level: 4-6

This program focuses on NWMP history in the Yukon, Klondike Gold Rush-era lifestyles and forensics. Students will act as detectives and examine documents and evidence to solve a fictional mystery based on facts



MacBride Museum

Terms & Conditions

Use of Facility

1. Clients will only use the facility for the purpose provided on their approved rental booking form.
2. The Renter shall comply with directions concerning use of the Facility given by MacBride Museum.
3. MacBride Museum may refuse to allow any person entry to the Facility or require any person to leave the Facility at its sole discretion.
4. The Renter shall leave the Facility in a clean and tidy condition.
5. The Renter shall not cause damage or disrepair to the Facility or its contents.
6. The Facility and its surrounding outdoor areas are non-smoking environments.
7. MacBride Museum operates a museum. It is the responsibility of the Renter to inform MacBride Museum of any set up or tear down time required at the time of booking. This set up time cannot conflict with museum operations and renters must ensure contracted time and fees paid include this set up and tear down time.

Advertising your Event

1. MacBride Museum must approve all advertising prior to its release.

Selling Tickets or Products at Your Event

1. The Renter requires advance permission to sell tickets or products on site. The Renter must provide technical needs 7 days prior to the event. For example, if the Renter wishes to use a Point of Sale machine with wireless, it must be tested at least 7 days prior to the event. Note a meeting must be scheduled to do testing.

Insurance

1. If the Renter opts to provide their own liquor service, they must purchase event insurance and provide a copy immediately upon booking. Events without insurance will be cancelled.

Caterer

1. The caterer is required to clean up leftover food, dishes, and utensils on *same day of event*.
2. MacBride Museum requires an advance site visit by the catering company.

MacBride Museum wants your event to be perfect. We reserve the right to cancel events that do not provide adequate information and advance site visits.

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The Renter/Licensee hereby acknowledges having read and agrees to be bound by all terms contained in this agreement.

Print Name _____

Signature _____ Date _____

Alcohol

1. MacBride has a liquor license. We provide a full service bar including bar staff. Glasses, beer cups, plastic shooter and hi-ball cups are provided. MacBride provides insurance and is responsible for all alcohol. *If MacBride does the bar, all proceeds from bar sales go to MacBride operations.* This is not negotiable.
2. MacBride will do a special order of liquor for events, and charges the 10% restocking fee back to the renters for unused liquor.
3. MacBride has a liquor license. MacBride is responsible for all alcohol. All proceeds from the bar go to MacBride Museum operations. *(This is not negotiable)*

\$6 per glass of wine or beer or 1 oz. mixed drink and \$2 per can of pop or juice, or bottle of water. \$150 fee includes ice, mix for drinks, set up of bar and bartender during your event.

Limitations of Liability

1. MacBride Museum and its employees shall not be liable for damage or injury to any property of the Renter or others which is entrusted to the care or control of MacBride Museum.
2. The Renter acknowledges that from time to time construction or repairs may be undertaken by MacBride Museum on the premises or by third parties beyond the control of MacBride Museum in the vicinity of the premises.
3. The Licensee acknowledges that if an event is booked within the hours MacBride Museum is open to the public then there may be extraneous noise or disturbances beyond the control of MacBride Museum staff members.

Payment Information

1. MacBride Museum required a 50% deposit (\$100 is non-refundable) to hold your booking.
2. Final payment must be received 7 days prior to your event. Post event costs are due upon receipt. (ie. Liquor costs)

For Yukon Government Renters Only: Pursuant to the Financial Administration Act, in lieu of a deposit Yukon Government clients will be charged a \$150.00 cancellation fee. Rentals will not be considered confirmed until this form has been signed agreeing to pay the cancellation fee.