

MacBride Museum of Yukon History

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frontdesk@macbridemuseum.com | www.macbridemuseum.com | Find us on Facebook and Twitter
OPEN ALL YEAR • May 15-August 31: Daily from 9:30am-5:30pm • Sept. 1-May 14: Tuesday-Saturday from 10am-4pm



Meet at MacBride – Rentals

Located on the Whitehorse waterfront within walking distance of downtown hotels and shops, the MacBride Museum of Yukon History is the perfect venue to host your business meeting, cocktail reception, or catered dinner. Our experienced staff will assist you in creating a memorable experience for your guests.

If you have any questions on rentals at MacBride Museum, please contact us at 867-667-2709, frontdesk@macbridemuseum.com, or visit our website at www.macbridemuseum.com and click on RENTALS. If you are interested in hosting a wedding or wedding reception, please ask for our Wedding Booking Form. Ask about our special rates if you are a registered charity.

Rental Booking Form:

Date of Event: _____ Type of Event: _____

Set-Up Time: _____ Please note: If you require a substantial amount of set up additional charges may apply.

Event Start Time: _____ Event End Time: _____

Group Name: _____ Number in group: _____

Contact Person: _____

Billing Address: _____

Phone: _____ E-mail: _____

For a Meeting or Presentation: Taylor & Drury Gallery

Named for Yukon's pioneering merchants, this 674-square-foot log area is located off of the museum's front foyer. This space is only available for rent while the museum is closed to the public.



Capacity:

- 18-36 seated with tables
- 48 seated with chairs only
- 50 standing reception

Rental Fee:

Base Price (between 5-9pm):	\$200
One on-site staff person:	included
Use of tables and chairs:	included

Set up: The following set-up options are available for this space. Please check your choice:

6-foot rectangular tables (seats 3-6)
 4-foot round tables (seats 4-6)

1. Round Tables (30)	2. Classroom (38)	3. U-Shape (26)	4. Square Shape (28)	5. Chairs Only (40)

If you require any of the following for your event, check the boxes below. Items must be requested in advance.

- | | |
|--|--|
| <input type="checkbox"/> Tablecloths (black only) | \$5 per tablecloth, number required ____ |
| <input type="checkbox"/> Coffee / Tea Service | \$12 per 10-cup carafe, number of carafes required? ____ |
| <input type="checkbox"/> Internet Access | included (must be requested in advance) |
| <input type="checkbox"/> Use of coat racks | included (must be requested in advance) |
| <input type="checkbox"/> Use of podium | included (must be requested in advance) |
| <input type="checkbox"/> Use of microphone & speaker | included (must be requested in advance) |
| <input type="checkbox"/> Use of projector and screen | included (must be requested in advance) |
| <input type="checkbox"/> Use of extension cords | included (\$30/cord will be charged if not returned) |

Set up must be chosen at time of booking. Any additional changes are subject to a \$100 fee.

Catering: Will your event be catered? Yes No Caterer Name: _____

The caterer is required to clean up leftover food, dishes, and utensils on same day/night of event.

MacBride Museum requires an advance site visit by the catering company. Date: _____

Other: Does your event require any additional third-party service providers?

ie. audio technicians, photographers etc. Yes No

Please describe _____

MacBride Museum requires an advance site visit by the company. Date: _____

For a Meeting or Presentation: Lower Gallery

The Lower Gallery is a 1,700-square-foot room which features temporary exhibits. Mobile cases can be moved by museum staff to accommodate your preferred set up. This gallery is accessible by staircase.



Capacity:

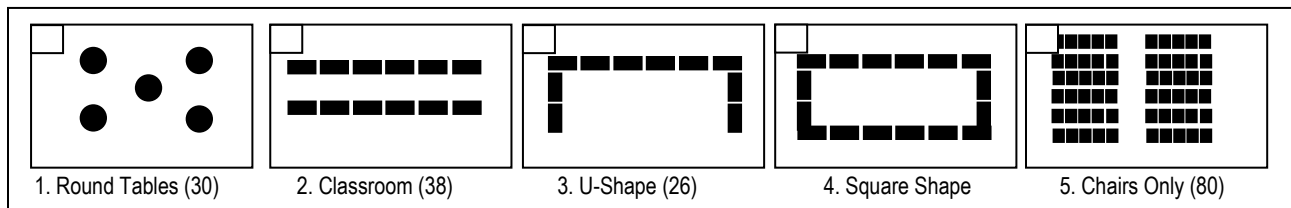
- 60 seated with tables
- 80 seated with chairs only

Rental Fee:

	during museum open hours	evenings (5:30-9pm) & Sundays (winter only)
Base price:	\$250	\$300
One on-site staff person:	included	included
Use of tables and chairs:	included	included

Set up: The following set-up options are available for this space. Please check your choice:

- 6-foot rectangular tables (seats 3-6)
 4-foot round tables (seats 4-6)



If you require any of the following for your event, check the boxes below. Items must be requested in advance.

- | | |
|--|--|
| <input type="checkbox"/> Tablecloths (black only) | \$5 per tablecloth, number required ____ |
| <input type="checkbox"/> Coffee / Tea Service | \$12 per 10-cup carafe, number of carafes required? ____ |
| <input type="checkbox"/> Internet Access | included |
| <input type="checkbox"/> Use of coat racks | included |
| <input type="checkbox"/> Use of podium | included |
| <input type="checkbox"/> Use of microphone and speaker | included |
| <input type="checkbox"/> Use of speaker & cord for music | included |
| <input type="checkbox"/> Use of projector and screen | included |
| <input type="checkbox"/> Use of extension cords | included (\$30 will be charged if not returned) |

Set up must be chosen at time of booking. Any additional or changes in set up are subject to a \$100 fee.

Catering: Will your event be catered? Yes No Caterer Name: _____

The caterer is required to clean up leftover food, dishes, and utensils on same day/night of event.

MacBride Museum requires an advance site visit by the catering company. Date: _____

Renters may opt to get their own permit to serve alcohol. Please ask for details on this option, if interested.

Other: Does your event require any additional third-party service providers?

ie. audio technicians, photographers, videographers etc. Yes No

Please describe _____

MacBride Museum requires an advance site visit by the company. Date: _____

For Reception or Event: Taylor & Drury Gallery

Named for Yukon's pioneering merchants, this 674-square-foot log room is located off of the museum's front foyer. Rental fee includes the use of the museum's front foyer for food tables/coat racks or guest information. This space is only available when the museum is closed.






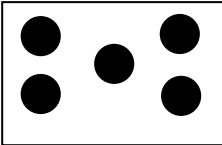
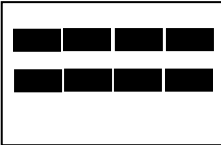
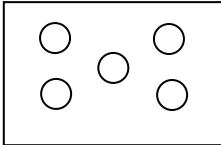
Capacity:

- 48 seated with tables
- 50 standing reception

Rental Fee:

Base price (between 5 and 9pm):	\$250
Additional hours:	\$50 per hour
Hospitality Fee	\$100 *only applies if alcohol is served
One on-site staff person:	included
Use of tables and chairs:	included

Set up: The following set-up options are available for this space. Please check one:

 6-foot rectangular tables  4-foot round tables  Cocktail tables	 <p>1. Round Tables (30)</p>	 <p>2. Long Tables (48)</p>	 <p>3. Reception (50)</p>
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If you require any of the following for your event, check the boxes below. Items must be requested in advance.

<input type="checkbox"/> Tablecloths (black only)	\$5 per tablecloth, number required ____
<input type="checkbox"/> Coffee / Tea Service	\$12 per 10-cup carafe, number of carafes required? ____
<input type="checkbox"/> Internet Access	included
<input type="checkbox"/> Internet Access	included
<input type="checkbox"/> Use of coat racks	included
<input type="checkbox"/> Use of podium, microphone & speaker	included
<input type="checkbox"/> Use of costumes	\$100
<input type="checkbox"/> Use of projector	included
<input type="checkbox"/> Use of extension cords	included (\$30 will be charged if not returned)

Set up must be chosen at time of booking. Any additional or changes in set up are subject to a \$100 fee.

Catering: Will your event be catered? Yes No Caterer Name: _____

The caterer is required to clean up leftover food, dishes, and utensils on same day of event.

MacBride Museum requires an advance site visit by the catering company. Date: _____

Alcohol: Will alcohol be served at your event? Yes No

As a non-profit society MacBride Museum provides an in-house bar service. Drinks are \$6 per glass of wine or beer and \$2 per can of pop, juice or bottle of water.

How will the expenses be paid? All costs are paid by the event host
 Guests purchase their own drinks
 Guests will be given ____ tickets each, and then buy their own drinks

Renters may opt to get their own permit to serve alcohol. Please ask for details on this option, if interested.

Other: Does your event require any additional third-party service providers?

ie. audio technicians, photographers etc. Yes No

Please describe _____

MacBride Museum requires an advance site visit by the company. Date: _____

For Reception or Event: Lower Gallery

The Lower Gallery is a 1,700-square-foot room which features temporary exhibits. Mobile museum cases can be moved to accommodate your preferred set up (by staff only). This gallery is only accessible by staircase. The rental fee includes the use of the museum foyer for tables and coat racks.

Capacity:

- 68 seated with tables
- 100 standing reception

Rental Fee:

Base price (between 5 and 9pm): \$350
 Additional hours: \$50 per hour
 One on-site staff person: included
 Use of tables and chairs: included



Set up: The following set-up options are available for this space. Please check your choice:

<input type="checkbox"/> 6-foot rectangular tables <input type="checkbox"/> 4-foot round tables <input type="checkbox"/> Cocktail tables			
	1. Round Tables (30)	2. Long Tables (68)	3. Reception (100)

If you require any of the following for your event, check the boxes below. Items must be requested in advance.

- | | |
|--|--|
| <input type="checkbox"/> Tablecloths (black only) | \$5 per tablecloth, number required ____ |
| <input type="checkbox"/> Coffee / Tea Service | \$12 per 10-cup carafe, number of carafes required? ____ |
| <input type="checkbox"/> Internet Access | included |
| <input type="checkbox"/> Use of coat racks | included |
| <input type="checkbox"/> Use of podium, microphone & speaker | included |
| <input type="checkbox"/> Use of costumes | \$100 |
| <input type="checkbox"/> Use of projector and screen | included |
| <input type="checkbox"/> Use of extension cords | included (\$30 will be charged if not returned) |

Set up must be chosen at time of booking. Any additional or changes in set up are subject to a \$100 fee.

Catering: Will your event be catered? Yes No Caterer Name: _____
 MacBride Museum requires an advance site visit by the catering company. Date: _____

Alcohol: Will alcohol be served at your event? Yes No

As a non-profit society MacBride Museum provides an in-house bar service. It is \$6 per glass of wine or beer and \$2 per can of pop, juice or bottle of water.

- How will the bar operate:
- All costs are paid by the event host
 - Guests purchase their own drinks
 - Guests will be given ____ drink tickets, and then purchase their own drinks

Renters may opt to get their own permit to serve alcohol. Please ask for details on this option, if interested.

Other: Does your event require any additional third-party service providers?

ie. audio technicians, photographers etc. Yes No

Please describe _____
 MacBride Museum requires an advance site visit by the company. Date: _____

MacBride Museum's Terms and Conditions for Rentals

Use of Facility

1. The Renter will only use the Facility for the purpose provided for herein.
2. The Renter shall comply with directions concerning use of the Facility given by or on behalf of the 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. Should any damage be caused, a fee will be applied for repair, cleaning, or other.
6. The Renter acknowledges the Facility and its surrounding outdoor areas are non-smoking environments.
7. MacBride Museum reserves the right to utilize space during the daytime for events when client program does not commence until evening. PLEASE NOTE: 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 and to ensure contracted time and fees paid include this 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 21 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.

Insurance

1. If the Renter has engaged a caterer to provide food or bar service on the MacBride Museum premises then that caterer must provide a copy of its insurance no later than one month prior to date of 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

MacBride Museum requires a \$100 non-refundable deposit to hold your booking. Thank you!
Final payment must be received within the same calendar year as your event takes place.

Visa MasterCard Please call 667-2709x4 with number, or you can make the deposit through PayPal through our website at www.macbridemuseum.com/rentals.html

For Yukon Government Renters Only: Pursuant to the Financial Administration Act, in lieu of a deposit Yukon Government clients will be charged a \$100 cancellation fee. Rentals will not be considered confirmed until this form has been signed agreeing to pay the cancellation fee.

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

Print Name _____ Signature _____

How did you hear about the facility? _____

May we thank you publically for supporting MacBride Museum? Yes No

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MacBride Museum photographs on pages 1,2 and 4: www.archbould.com