

# MacBride Museum of Yukon History

## Wedding Booking Form

Congratulations on your upcoming wedding! Thank you for choosing MacBride Museum as your location. We will do our best to make sure that your special day is perfect. Please read the following document carefully and e-mail the completed form to [frontdesk@macbridemuseum.com](mailto:frontdesk@macbridemuseum.com), or fax to 1-866-993-0590.

Date of Wedding/Reception: \_\_\_\_\_

What time do you plan to begin setting up: \_\_\_\_\_

*\*Set up/rehearsal time must be approved in advance and additional charges may apply.*

Wedding/Reception Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Billing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_ Number in group \_\_\_\_\_

### Facility Spaces Available

Choose one of the following venue spaces:

- Taylor & Drury Gallery, for a maximum of 36 people (\$400)
- Lower Gallery, for a maximum of 78 people (\$800)
- MacBride Museum Compound, a maximum of 150 people seated with tables and 200 people standing (\$1,200) Includes: Centennial Building, Gold to Government Gallery with 1898 bar and Outdoor Courtyard.

Receptions may run from when the museum closes to the public until 11pm, and are charged \$50/hour beyond that.

MacBride Museum will provide one on-site staff person for security. 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 & speaker | included   |
| <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 changes in set up are subject to a \$100 fee.

**Room Set Up** (Please choose from below)

How would you like to set up your event? \_\_\_\_\_

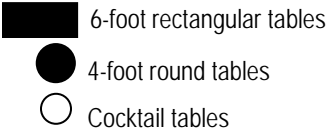
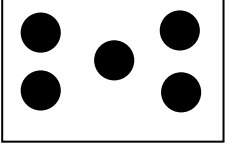
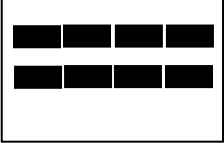
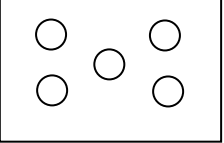
Do you require extra tables for food or gifts? Yes No How many? \_\_\_\_\_

We have three types of tables that can be placed around the Museum compound:

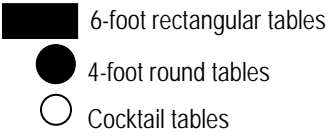
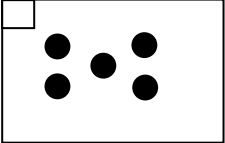
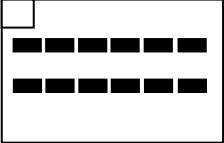
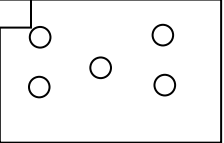
- 6-foot rectangular tables
- 4-foot round tables, and
- Cocktail tables.

We also have 8-foot round tables, which are available for use for outdoor events only.

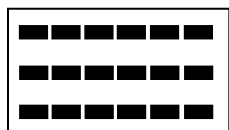
**Taylor and Drury Gallery**

	 <p>1. Round Tables (30)</p>	 <p>2. Long Tables (48)</p>	 <p>3. Reception (50)</p>
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**Lower Gallery**

	 <p>1. Round Tables (30)</p>	 <p>2. Long Tables (68)</p>	 <p>3. Reception (100)</p>
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**Outdoor Courtyard**



**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 or 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?

i.e. audio technicians, photographers etc. Yes  No

Please describe \_\_\_\_\_

*MacBride Museum requires an advance site visit by the company. Date: \_\_\_\_\_*

### **Decorating at MacBride Museum**

All decorating of museum spaces must be approved in advance. The decorations must not interfere with the museum's displays or lighting, and it must not cause any damage to walls, floors or other surfaces at the museum.

**Is any other company or organization involved in this event (i.e. Yukon Brewing)?**

What is their role? \_\_\_\_\_

Phone number and contact name: \_\_\_\_\_

*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.*

## **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 of Yukon History.
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 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 to the event.

### **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.
2. If the Renter opts to provide their own liquor service, they must purchase event insurance and provide a copy 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.

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

Print Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

### 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](http://www.macbridemuseum.com/rentals.html)

Cheque  Invoice  Purchase Order # \_\_\_\_\_

How did you hear about the facility? \_\_\_\_\_

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

1124 Front Street, Whitehorse, Yukon, Y1A 1A4 | Phone: 867-667-2709 | Fax: 1-866-993-0590  
[frontdesk@macbridemuseum.com](mailto:frontdesk@macbridemuseum.com) | [www.macbridemuseum.com](http://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