



# MacBride Museum

## Rental Booking Form

Thank you for choosing MacBride Museum as your event location. MacBride Museum is a museum and a reflection of our community. Please consider, that we house a collection of Yukon treasures which will need to be protected during your event.

Your basic rental includes the selected private room, coat rack(s), podium, tables, table clothes, chairs, basic PA system (a microphone and a speaker) and projector system (screen and projector). For any addition sound, visual, or internet requests please advise our rentals coordinator as addition fees may apply.

Please read the following document carefully and e-mail the completed form to [rentals@macbridemuseum.com](mailto:rentals@macbridemuseum.com), or drop it off at our front desk.

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

Date of Event\*: \_\_\_\_\_

Type of Event:  Meeting  Anniversary  Retirement  
 Conference  Cocktail party/reception

Number in group \_\_\_\_\_

Event Start Time\*: \_\_\_\_\_ Event End Time\*: \_\_\_\_\_

**\*Subject to approval**

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

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

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

E-mail: \_\_\_\_\_

**VENUE:**

MacBride Downtown Map Library (not including Land and Light Gallery)

- \$75/hour
- Half Day \$200
- Full Day/Evening \$350

MacBride Land and Light Gallery

- Half Day \$350
- Full Day/Evening \$600

MacBride Cold Chamber Gallery

- Half Day \$350
- Full Day/Evening \$600

MacBride Lower Cowan Gallery

- Half Day \$350
- Full Day/Evening \$600

MacBride Aurora Hall

- 4 hours or less \$600
- Full Day/Evening \$1,250

MacBride Icons and Innovators Gallery

- 4 hours or less \$600
- Full Day/Evening \$1,250

Entire MacBride Museum

- Use of multiple rooms \$ 2000

*Note: if you run over your time you will be charged the next time rate*

*Set-up is one hr prior to the event. Beyond this we charge \$50/hr.*

**All set-up time is subject to MacBride Operational requirements.**

**EXTRA SERVICES:**

- Use of Costumes \$100
- Viewing Access to the whole Museum \$300\*
- Viewing Access to the whole Museum and guided tour \$400\*

*\*If your event is during operational hours, the museum will be open to the public as well as your guests. Although, your rented room will be closed to the public.*

**BAR:** 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)*

Bar Service fee includes ice, mix for drinks, set up of bar and bartender. Beer and wine have set fees. Speciality liquor have addition charges. Liquor prices are subject to change.

Bar Hours: \_\_\_\_\_

- Bar Service Required \$150 + drinks \_\_\_\_\_
  - Host Bar
  - Non-Host Bar (Cash Bar)
  - Tickets
- No Bar Required

MacBride provides a standard white and red wine as well as Yukon Brewing Beer.



**VENUE SET UP:**

*How would you like to set up your event?*

Choose from the options provided based on which space you would like to book:

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Do you require our basic PA and/or Sound Systems?

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**FOOD:**

Name of Caterer: \_\_\_\_\_

Caterer Contact Name and Phone Number:

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Expected arrival time of caterer

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### Terms and Conditions

GST will be added to all charges unless otherwise stated

#### 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. Due to the nature of a museum, MacBride prohibits the use of balloons, fireworks, candles, confetti/glitter or anything that might be considered messy or a hazard
8. 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 30 days prior to the event. Events without insurance will be cancelled.

#### Caterer and Third-Party Suppliers

1. MacBride staff is not responsible for bussing or clearing tables during event hours
2. The caterer is required to clean up leftover food, dishes, and utensils on the *same day of event*.
3. MacBride Museum requires an advance site visit by the catering company.
4. MacBride Museum reserves a right to charge a 20% administration fee in dealing with Third Party Suppliers (outside of caterers)
5. MacBride Museum can supply a list of preferred caterers upon request

#### Alcohol

1. 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)**
2. We provide a full bar including bartenders, glasses, plastic drink cups, and ice.
3. MacBride may do a special liquor order for events; we charge a 30% service fee for all open bottles of alcohol and charge 10% restocking fee back to the renters for unused liquor

#### 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 and Booking Information

1. MacBride Museum required a 50% deposit to hold your booking.
2. Tentative bookings can be held for 7 days prior to deposit payment
3. The cancellation fee for your booking is \$250 daily
4. Final event costs are due upon receipt.
5. Payment by cash, credit, and cheque is accepted

**For Yukon Government Renters Only:** Pursuant to the Financial Administration Act, in lieu of a deposit Yukon Government, clients will be charged a \$250.00 daily cancellation fee, due upon signing this form.

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



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

Print name \_\_\_\_\_

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

### **Office use Only**

- Booked On/ Form Signed \_\_\_\_\_  
Received by(MBM Staff) \_\_\_\_\_
- 50% deposit: \$ \_\_\_\_\_ Date Paid \_\_\_\_\_
- Invoice# \_\_\_\_\_
- Final Billing: \$ \_\_\_\_\_ Date Paid \_\_\_\_\_
- Third Party/Caterer Tour Date \_\_\_\_\_
- Additional Fees: \$ \_\_\_\_\_ Date Paid \_\_\_\_\_