



MacBride Museum

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 _____

Event Start Time*: _____ Event End Time*: _____

*Subject to approval

Contact Person: _____

Billing Address: _____

Phone: _____

E-mail: _____

VENUE:

MacBride Downtown Map Library

\$75/hour

Half Day \$200

Full Day / Evening \$350

MacBride Downtown Land and Light Gallery

Half Day \$350

Full Day / Evening \$500

MacBride Downtown

Aurora Hall OR 3rd Floor (Not both spaces)

2 hour event \$500

4 hour event \$750

6 hour event \$1,000

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.

MacBride Museum Downtown Complex \$2,000

MacBride Copperbelt Mining Museum \$400 (available June – Aug, 5-9pm)

Trolley Roundhouse \$400 (available June – Aug, 5-9pm)

EXTRA SERVICES:

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

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

Podium

Coat Rack

Rental Booking Form

VENUE SET UP:

How would you like to set up your event?

Cocktail tables

Sit down tables

Round (up to 8 per table)

Rectangular (up to 6 per table)

Lecture Style with Podium

Meeting (U shape)

Workshop Style (Tables with two chairs)

Do you require extra tables for food, computer?

How many: _____

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*)

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

Bar Hours: _____

Bar Service Required \$150 + drinks _____

Host Bar

Non-Host Bar (Cash Bar)

No Bar Required

MacBride provides a standard white and red wine as well as Yukon Brewing Beer. If further selection is required please request a *Special Liquor Order*.

Special Liquor order Required

No

Note if bar service is provided renter must provide food and a 10% restocking fee will be charged for unused alcohol.

FOOD:

Name of Caterer: _____

Caterer Contact Name and Phone Number: _____

Office Use Only

Cater Off License Check

MBM Date / Time Approval: _____

50% Rental: _____ Date Pd: _____

Final Rental: _____ Date Pd: _____

Other Fees: _____ Date Pd: _____



MacBride Museum

Rental Booking Form

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 and Third Party Suppliers

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

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.

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. 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 service bar including bar staff. Glasses, beer cups, plastic shooter and hi-ball cups are provided.
3. MacBride will do a special order of liquor for events, we charge a 20% service fee for all open bottles of alcohol and charge 10% restocking fee back to the renters for unused liquor.

\$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 event costs are due upon receipt.
3. Payment by cash, credit, and cheque is accepted.
4. Payment overdue more than 30 days from date of invoice will be charged 2% interest per month.

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.

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