



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](mailto:frontdesk@macbridemuseum.com).

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

Type of event:

- Cocktail party/reception
- Anniversary
- Meeting
- Retirement
- Conference

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

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

**\*Subject to MBM approval**

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

Company: \_\_\_\_\_

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

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

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

### VENUE:

- MacBride Downtown Map Library (not including Land and Light Gallery)
  - \$75/hour
  - Half Day/Evening \$200
  - Full Day \$350
- MacBride Downtown Land and Light Gallery (2<sup>nd</sup> Floor not including the Map Library)
  - Half Day/Evening \$350
  - Full Day \$500

MacBride Downtown

- Aurora Hall **OR**
- 3<sup>rd</sup> Floor (Not both spaces)
  - 4 hour or less \$600
  - 8 hour event \$1,250

*Note: If you run overtime, you will be billed for the larger time rate. Set-up is free for one hr prior to the event but must be after closing hours or subject to approval. Any additional hours are \$50/hr.*

**All set-up times are subject to MacBride Operational requirements.**

- MacBride Museum Downtown Complex \$2,000

### EXTRA SERVICES:

- Use of Costumes \$150 (only at MacBride Museum main building)
- Museum Tour \$100 (only at MacBride Museum main building)
- MacBride Museum Computer \$25/day  
*Note: Computer has limited programs.*
- Microphone and Sound system \$25/day
- Projector and Screen \$25/day
- Podium
- Coat Rack

### VENUE SET UP:

How would you like to set up your event?

- Cocktail tables Near Bar \_\_\_\_\_  
Scattered \_\_\_\_\_
- Sit down tables
  - Round (up to 8 per table)
  - How many chairs per table? \_\_\_\_\_  
Front facing or surround? \_\_\_\_\_
  - Rectangular (up to 6 per table)
  - How many chairs per table \_\_\_\_\_  
Front facing or surround? \_\_\_\_\_

- Lecture Style with centre aisle
- Meeting (U shape)
- Boardroom/Roundtable style
- Workshop Style (Tables with two chairs)

Do you require extra tables for food, computer?

- Yes

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).*

Bar Service fee includes ice, mix for drinks, set up of bar and bartender during your event. Beer and wine have set fees. Specialty drinks and scotches have additional charges. Liquor prices are subject to change.

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

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

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

### FOOD:

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

Caterer Contact Name and Phone Number: \_\_\_\_\_

Expected time of arrival from caterer: \_\_\_\_\_



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. 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 or Square 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 MacBride agrees to allow 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 busing 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 the 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 familiar with working in our facilities upon request.

### Alcohol

1. MacBride has a liquor license and is responsible for **all** alcohol. All proceeds from the bar go to MacBride Museum operations. **Not Negotiable.**
2. We provide a full bar including bartenders, glasses, plastic drink cups, shakers, and ice.
3. MacBride may do a special order of liquor 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 Information

1. MacBride Museum required a 50% deposit (\$250 is non-refundable) to hold your booking.
2. Final event costs are due upon receipt.
3. 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 cancellation fee, due upon signing of this booking form.

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

MacBride is a Not-For-Profit Society and all our rental income goes toward staffing and operating costs.



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 Pd: \_\_\_\_\_
- Invoice # \_\_\_\_\_
- Final Billing : \$ \_\_\_\_\_ Date Pd: \_\_\_\_\_
- Third Party Caterer Tour Date \_\_\_\_\_
- Add'l Fees: \$ \_\_\_\_\_ Date Pd: \_\_\_\_\_