

# Rental Booking Form



Thank you for choosing MacBride Museum. We house a collection of Yukon treasures which need to be protected during events. Please be aware of the artefacts at all times and follow instructions from staff for set up.

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\*

DATE OF EVENT*	NUMBER IN GROUP
----------------	-----------------

- |                                      |   |
|--------------------------------------|---|
| <input type="checkbox"/> Meeting     | <input type="checkbox"/> Conference                   |
| <input type="checkbox"/> Anniversary | <input type="checkbox"/> Cocktail party/<br>reception |
| <input type="checkbox"/> Retirement  |   |

EVENT START TIME*	EVENT END TIME*
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\*Subject to approval

CONTACT PERSON
PHONE
EMAIL
BILLING ADDRESS

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

## Extra Services

- Viewing Access to the whole Museum **\$300\*\***
- Viewing Access to the whole Museum and guided tour **\$400\*\*** (available June – Aug)

\*\*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.

## Venue:

Corresponds with Map on second page

### MacBride Downtown Map Library

- Full Day \$400
- Evening \$400

### MacBride Land and Light Gallery

- Full Day \$800
- Evening \$800

### MacBride Cold Chamber Gallery

- Full Day \$800
- Evening \$800

### MacBride Lower Cowan Gallery

- Full Day \$800
- Evening \$800

### MacBride Aurora Hall

- Evening \$1,250

### MacBride Icons and Innovators Gallery

- Half Day \$800
- Full Day \$1,250
- Evening \$1,250

### Entire MacBride Museum

- Full Day \$2,500
- Evening \$2,500

**Note: if you run over your time you will be charged the next time rate Set-up is 30 minutes prior to the event. Beyond this we charge \$50/hr.**

## Food

NAME OF CATERER	EXPECTED ARRIVAL TIME OF CATERER
CATERER CONTACT NAME AND PHONE NUMBER	

## Venue Set Up

Any special requests for the table setup?


## Bar

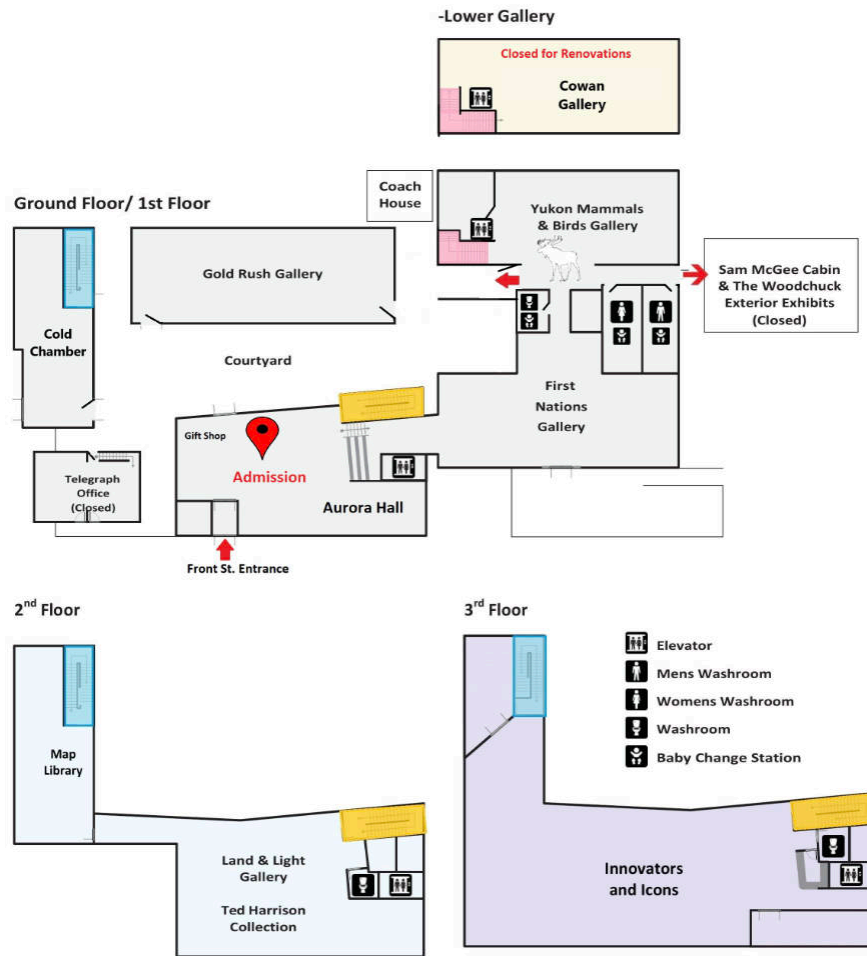
MacBride has a liquor license. MacBride is responsible for all alcohol. All proceeds from the bar go to MacBride Museum operations. (This is not negotiable)

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

BAR HOURS
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- 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.



## 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

- MacBride Museum must approve all advertising prior to its release.

### Selling Tickets or Products at Your Event

- 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

- 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.

### 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.

### 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.

### 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 requires \$250 deposit to hold your booking.
2. Tentative bookings can be held for 3 business days prior to deposit payment.
3. The cancellation of \$250 daily applies upon signing this booking form.
4. Final event costs are due upon receipt.
5. Payment by cash, credit, E-transfer 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
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SIGNATURE	DATE
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### Office use only

BOOKED ON/ FORM SIGNED	RECEIVED BY (MBM STAFF)
\$250 DEPOSIT:	DATE PAID
INVOICE #	
FINAL BILLING	DATE PAID
THIRD PARTY/ CATERER TOUR DATE	
ADDITIONAL FEES	DATE PAID