



TIMMINS MUSEUM

ROOM RENTAL APPLICATION
TIMMINS MUSEUM: NATIONAL EXHIBITION CENTER
325 Second Ave, Timmins, ON, P4N 1B3 | 705-360-2617

RENTER INFORMATION		
Full name		
Organization (if applicable)		
Address		
Phone number	Work:	Personal:
E-mail		

EVENT INFORMATION		
Type of function		
Requested date of function		
Second choice date for function		
Time of function (including time for set-up and clean-up) Museum is open 8:30-4:30 Mon-Fri; 12-4pm on weekends.	Start time	End time
Expected # of participants		
Admission Fee for participants	<input type="checkbox"/> NO <input type="checkbox"/> YES Fee \$:	
Room requested	<input type="checkbox"/> Program Room • Capacity: 80 people without tables	<input type="checkbox"/> Artist Studio • Capacity: 40 people

Rental requests are subject to availability. Requests must be submitted three weeks in advance. Anything after will be decided on a case-by-case basis.

EQUIPMENT NEEDED		
Item	Quantity	Extras (Check all that apply)
8ft Tables (19 available)	Enter amount	<input type="checkbox"/> Projector and screen <input type="checkbox"/> Microphone and stand <input type="checkbox"/> Speaker <input type="checkbox"/> Podium <input type="checkbox"/> Stage (four platforms at 96" X 48" each) <input type="checkbox"/> Tablecloths (\$14 per tablecloth, available in black or white. You may also bring your own) <input type="checkbox"/> Microwave, Tea kettle, Keurig machine (tea & coffee not included)
4ft Tables (3 available)	Enter amount	
6ft Round tables (5 available)	Enter amount	
Chairs (118 available)	Enter amount	
Bar Tables (4 available)	Enter amount	
Popcorn cart (\$50 rental fee, includes popcorn, seasoning, & bags)	Enter amount	

RATES

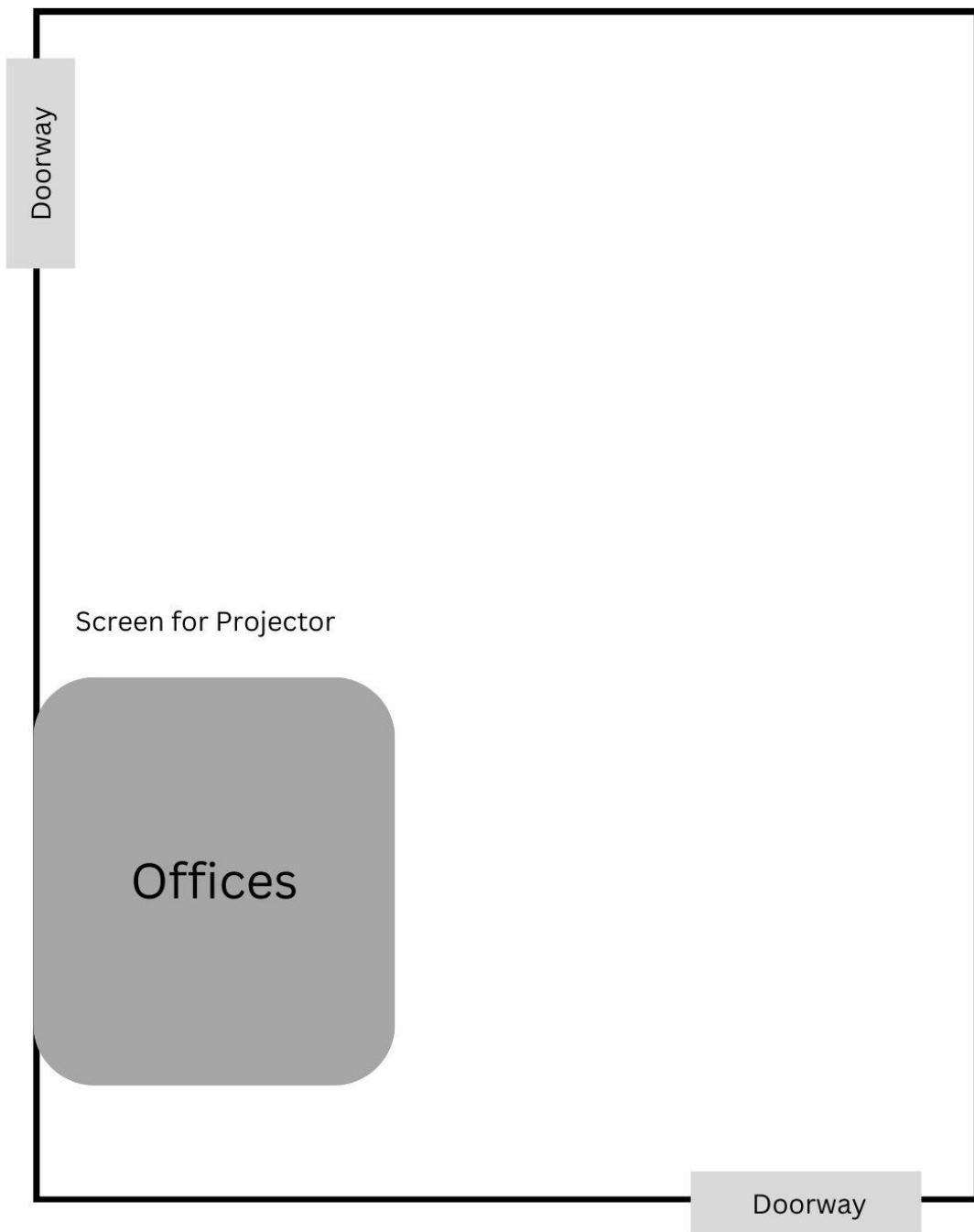
TYPE	HALF DAY (1-4hrs)	FULL DAY (4+hrs)
Non-profit Organizations	No cost	No cost
Commercial/Business/Individuals	\$ 125	\$ 250
Workshops/artisan	20% of sales	20% of sales

After hours bookings will be subject to Director's discretion. A 10% deposit will be taken for commercial/business/individuals at time of booking confirmation. A minimum of **7 days'** notice is required for all bookings should you chose to cancel your booking with deposit fee returned.



Timmis Museum: NEC

Programming Room Set up



THE FOLLOWING CONDITIONS HAVE BEEN READ AND AGREED UPON AT SIGNING:

1. The site is open to visitors Monday – Friday 9-4pm and Saturdays and Sunday 12-4pm. After hours bookings will be subject to Director's discretion.
2. The sites include three additional historical building/structures and though efforts will be made to minimize foot traffic around your event, there may be others visiting on site on the day of your event.
3. Two or more Timmins Museum staff will be on site during your event.
4. Parking is free in the designated parking lot located in the front of the building.
5. THAT I/We have authority to make this application on behalf of the above-named group or individual(s) and to bind the said group or individual(s) to the provisions herein.
6. THAT I/We understand that I/We am/are personally responsible for the supervision of the museum during the rental period and so long as the museums are occupied, and that I/We am/are personally responsible for the conduct of all those in attendance at the museums and for payment to the city for any damage caused to the facilities or contents (i.e. artifacts) during this rental.
7. THAT for an evening rental the premises shall be vacated no later than 11:00 p.m. unless otherwise arranged.
8. THAT the premises shall be left in the same condition as when rented and none of the contents (for example, tables and chairs) are to be removed from the premises at any time.
9. THAT I/We understand that I/We am/are personally responsible for cleaning the room which includes, remove any/all decorations or items that do not belong to the Museum.
10. THAT where specific rules as to the use of the premises apply (for example, a prohibition against smoking or alcoholic beverages) and are posted in the premises, these rules shall be observed and enforced at all times.
11. THAT I/We understand that lit-candles are prohibited in the museum.
12. I/We agree to waive any claims against the Corporation of the City of Timmins or its officers, employees or agents in the event of any injury or loss that may be sustained by any persons while attending or taking part in the activity held at these museums/parks/structures. I/We understand that the Corporation of the City of Timmins assumes no responsibility or liability whatsoever for damages suffered by any person, organization or corporation, including sickness, injury or death or theft of property or by any means during or as a result of the rental and the use of the building rented.
13. THAT failure to abide by the forgoing conditions as to the use of the building may result in refusal of permission for the use of this or any other City facility at the time of a future application.

I/We have read and agree to abide by the all conditions, specified in this Agreement, for use of the Timmins Museum:

Signing Authority: _____ Date: _____

Supervisor Staff Signature: _____ Date: _____

Deposit received: _____ Date: _____

Please submit completed application to kaitlyn.dubeau@timmins.ca