



SPECIAL EVENT 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			
SPECIAL EVENT INFORMATION			
Type of function			
Requested date of function			
Second choice date for function			
Time of function <small>(including time for set-up and clean-up.) Museum is open 8:30-4:30 Mon-Fri; 12-4pm on Weekends.</small>	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: <u>80 people without tables</u>	<input type="checkbox"/> Artist Studio Capacity: <u>40 people with tables</u>	

***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.**

SPECIAL EVENT INFORMATION	
Will there be alcohol served at the event?	<input type="checkbox"/> NO <input type="checkbox"/> YES
If yes, do you require glassware?	<input type="checkbox"/> NO <input type="checkbox"/> YES amount needed: Fee \$: \$1 each TOTAL:
If yes, do you require servers? If not please indicate the smart serve certificate numbers for your servers.	<input type="checkbox"/> NO <input type="checkbox"/> YES Certificate numbers:
Will food be provided? If yes please indicate caterer & time of delivery	

Will you require tablecloths? *You may also bring your own	<input type="checkbox"/> Black <input type="checkbox"/> White amount needed: Fee \$: \$14 each TOTAL:
Will there be performers or musicians? If yes, please indicate who and a contact number or email.	<input type="checkbox"/> NO <input type="checkbox"/> YES
Will you require additional components such as; a workshop, tours, etc. Please specify	<input type="checkbox"/> NO <input type="checkbox"/> YES

Please note: it is expected that all equipment, decorations, food etc. leave the premises the same evening. If not, please specify when pick up will be and we will try to best accommodate:

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"/> TV (mounted on wall in program room) <input type="checkbox"/> Microwave, Tea kettle, Keurig machine (tea & coffee not included) * PLEASE SPECIFY SET UP ON FOLLOWING PAGE
4ft Tables (3 available)	Enter amount	
6ft Round tables (5 available)	Enter amount	
Chairs (118 available)	Enter amount	
Bar Tables (4 available, \$20 rental fee per table)	Enter amount	
Popcorn cart (\$50 rental fee, includes popcorn, seasoning, & bags)	Enter amount	

RATES

Programming Room – 80-person capacity without tables		
Type	Up to 4 hours	4 + hours
Not-for-profit organization (no alcohol)	\$35 + HST	\$70.50+ HST
Not-for profit organization (with alcohol, must have LLBO Permit, includes servers)	\$50 + HST	\$99 + HST
Corporate/ Individual (no alcohol)	\$59 + HST	\$117.50 + HST
Corporate/ Individual (with alcohol, must have LLBO Permit, includes servers)	\$82 + HST	\$164.75 + HST

RATES

Studio – 40-person capacity		
Type	Up to 4 hours	4 + hours
Not-for-profit organization (no alcohol)	\$35 + HST	\$49.50 + HST
Not-for profit organization (with alcohol, must have LLBO Permit, includes servers)	\$70.50 + HST	\$99 HST
Corporate/ Individual (no alcohol)	\$59 + HST	\$118 + HST
Corporate/Individual (with alcohol, must have LLBO Permit, includes servers)	\$82 + HST	\$164.75 + HST

RATES		
Grey Gallery – 120-person capacity *** SUBJECT TO AVAILABILITY BASED ON EXHIBITIONS		
Type	Up to 4 hours	4 + hours
Not-for-profit organization (no alcohol)	\$35 + HST	\$49.50 + HST
Not-for profit organization (with alcohol, must have LLBO Permit, includes servers)	\$70.50 + HST	\$99 HST
Corporate/ Individual (no alcohol)	\$264.75 + HST	\$529.50 + HST
Corporate/Individual (with alcohol, must have LLBO Permit, includes servers)	\$370.65 + HST	\$740 + HST
RATES		
Workshops or Artists	% 20 of sales	
FEES & CHARGES		
Deposit	Museum rentals require a signed rental contract prior to use and are not considered reserved until a rental agreement is completed and the refundable damage deposit/cancellation fee of \$100 is received. *	
Staff	A fee will be applied to cover the cost of staff assigned to your event if event is after hours. A minimum of two staff are required; additional staff will be assigned depending on number of guests attending.	
Extras	Glassware \$1 per unit Tablecloth \$14 per unit Staffing after hours \$25 per hour	

* The damage deposit/cancellation fee is refundable providing the museum and contents are left in the same condition that it was found. Please report any concerns to our office upon entry of the museum.

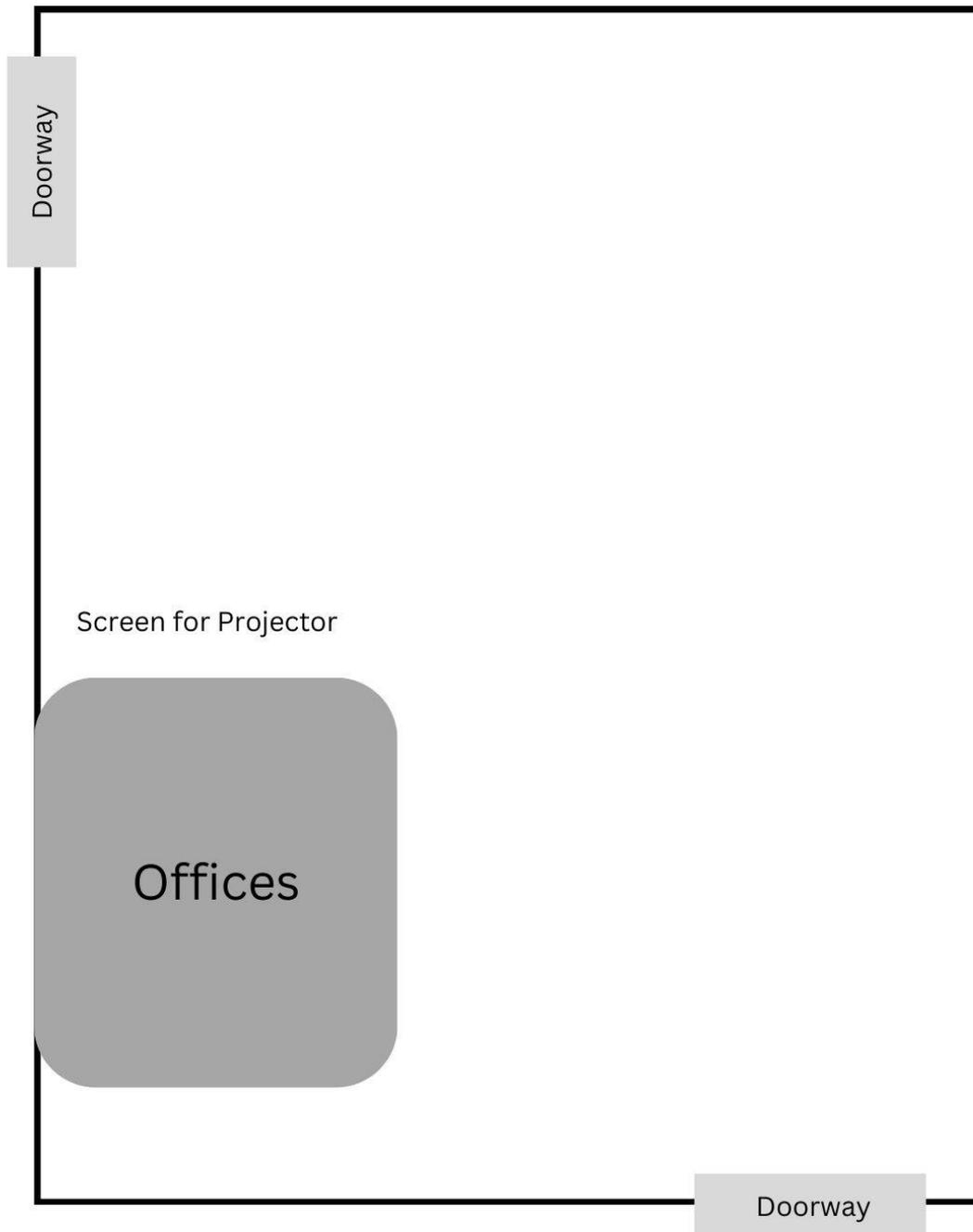
*A minimum of **14 days'** notice is required should you chose to cancel your booking with cancellation fee returned.

After hours bookings will be subject to Director's discretion.

Insurance and alcohol permit are required for any event involving alcohol. Please provide proof of insurance & permit no later than 48 hours before the scheduled event.



Timmins Museum: NEC Programing 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 buildings/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.
6. 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.
7. 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.
8. THAT for an evening rental the premises shall be vacated no later than 11:00 p.m. unless otherwise arranged.
9. 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.
10. 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.
11. 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.
12. THAT I/We understand that lit-candles are prohibited in the museum.
13. We agree to adhere to the consumption of alcohol provisions as outlined on page one of this application.
14. 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.
15. 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