

# Venue & Event Rentals



Thank you for your inquiry on Event Space Rentals! We at the MUSÉE BYTOWN MUSEUM are delighted that you have considered us as your venue and look forward to assisting you in the planning of your event.

## Facilities Overview

*2nd Floor Meeting Setup*



*2nd Floor Theater Setup*








*3rd Floor Meeting Setup*



The MUSÉE BYTOWN MUSEUM, housed within the oldest stone building in Ottawa - set in the most picturesque location, offers facility set-up in any one of our three floors of galleries. We are nestled in the heart of Downtown Ottawa between the Parliament Buildings and the Chateau Laurier along the Rideau Canal and the Ottawa River. Whether planning a meeting, a special event or an intimate reception, we can accommodate your guest list of 5 to 25 persons.

It would be our pleasure to ensure that you and your guests enjoy a successful and memorable event.

Set-up Styles					
	Meeting/U-shape	Theatre	Reception	Buffet/Banquet	Presentation
Capacity for Ground Floor	15	20	20	20	20
Capacity for 2 <sup>nd</sup> Floor	20	25	25	20	25
Capacity for 3 <sup>rd</sup> Floor	15	25	25	20	25

Venue Rental Rate	
Singular Floor:	\$85 / hour
2 floors:	\$170 / hour
Full museum:	\$250 / hour
First Floor - Non-For-Profit Rate	\$50 – first 2 hours + \$30 additional / hour

\*\*Rentals in which the museum needs to be closed to the public are considered a Full Museum Rental

Available Rental Items (included in Rental Rate)		
8 Tables (2' x 6') + Linens	2 White Screen	Coat Racks
4 High-top Tables + Linens	1 Podium	Wine glasses
Cloth Napkins	Flip Chart	Tumblers
50 fabric folding chairs	Sound System	Beer Pint glasses
WIFI	2 Projectors	

If you have any questions or concerns regarding any of the information provided, please feel free to contact:

**Sarah Regan**

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**613-234-4570 x224**

