

## Venue and Events Rental Application

To apply for a venue rental, fill out the form below and email it to [operations@bytownmuseum.ca](mailto:operations@bytownmuseum.ca) at least two weeks in advance of your event. We are happy to accommodate last minute rentals when possible.

For more information, call Sarah Regan at 613-234-4570 x. 224 or [operations@bytownmuseum.ca](mailto:operations@bytownmuseum.ca)

**Number of Estimated Attendees:** \_\_\_\_\_

**Description of Rental:** \_\_\_\_\_

Please indicate how the space will be used (meeting, celebration, activity, etc.)

**Preferred Date:** \_\_\_\_\_

**Start time:** \_\_\_\_\_ **Finish time:** \_\_\_\_\_

(Includes setup and take down)

Minimum 4-hour rental

**\*Please note: a staffing charges will apply if rental falls  
outside of regular operating hours (08:30 – 16:30)**

**Alternative Date and Time** \_\_\_\_\_

**Preferred Location:**     Ground Floor     Second Floor     Third Floor     Whole Museum

**Set-up:**     Meeting     Theater     Reception     Buffet / banquet     Presentation

**Additional Requirements**     Wifi     A/V Equipment: \_\_\_\_\_  
 (additional fees may apply):     Catering     Other: \_\_\_\_\_  
     Group Tour

**Booking Client Name:** \_\_\_\_\_

**Phone number:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Credit Card Number:** \_\_\_\_\_

Expiration Date: \_\_\_\_\_

CVV: \_\_\_\_\_ Postal Code (associated with the card): \_\_\_\_\_

I will call in my credit card number. 613-234-4570 x224

**Cardholder's Signature** \_\_\_\_\_

A Credit Card number is required for booking purposes only. If you would like to use this card for payment on arrival please indicated below.

- I give the Bytown Museum permission to use the above card for payment on the date of our scheduled rental.
- I DO NOT give the Bytown Museum permission to use the above card for payment on the date of our scheduled rental.

### **Method of Payment**

The payment is to be processed on day of event unless otherwise agreed upon and must be made in the form of Visa, MasterCard, AMEX, Interac, cash, or cheque made payable to MUSÉE BYTOWN MUSEUM.

If you would like to be invoiced, written notice in advance of the rental date is required. Any additional charges arising during the event will be invoiced and payable within 30 days of receipt.

**Please note: if no payment is received by the due date, and no arrangements for invoicing has been made, the above credit card number will be charged for the full amount.**

### **Rental Cancellation Policy**

Any cancellations or significant adjustments to the rental must be communicated a minimum of 72 hours in advance of the rental date. Any changes made past the cancellation date will be subject to cancellation fees (see below for more details).

Emergency cancellations are subject to approval by the Revenue and Operations Manager. For all other circumstances, our booking agent must be notified by e-mail 72-hours prior to the event for any changes and/or to cancel the reservation. For changes made inside the 72-hours window, the MUSÉE BYTOWN MUSEUM will do its best to oblige, however we cannot guarantee requests will be accommodated.

The client will be required to pay the minimum amount for all booked staff if event is cancelled within 72 hours of event. Additionally, any rental orders placed by the MUSÉE BYTOWN MUSEUM on behalf of the CLIENT will be charged in full to the CLIENT if the order is not able to be cancelled. **Please note: the above credit card number will be charged for these amounts.**

### **Important Rental Information**

The museum reserves the right to deny admission or exclude from the premises any individual(s) whose behaviours negatively impact the museum, its guests, volunteers or staff. Unless otherwise stipulated, guided tours of the Museum are available for an additional fee and must be requested at the time of the booking.

Due to its location and age, the MUSÉE BYTOWN MUSEUM may close on short notice due to inclement weather or other emergencies beyond our control. In this instance, the client will not be charged and your Contact Person will be notified immediately.

Please be advised that your rental time is scheduled and as such any set-up/take-down requirements that Client may have should be factored in when booking rental time. **If the event extends outside the agreed upon rental time, extra fees will apply.**

Displays, backdrops, floral arrangements, decorations, musical equipment, and so on must be completely reversible and not cause damage to or deface the premises (masking tape is permissible, however no nails, glue or other type of adhesive may be used).

Finally, in the event of property damage or loss during the rental period, the Client is solely responsible for replacing the damaged property and/or repair costs.