



Venue & Event Rental Information Package

MUSÉE BYTOWN MUSEUM Venue and 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.






In the following pages you will find a brief overview of our services, floor plans, agreements and fee structure that we hope meet your expectations.

For questions or concerns regarding any of the information provided, please contact Sarah Regan, Revenue and Operations Manager, at 613.234.4570 x224 or operations@bytownmuseum.ca.

Facilities Overview



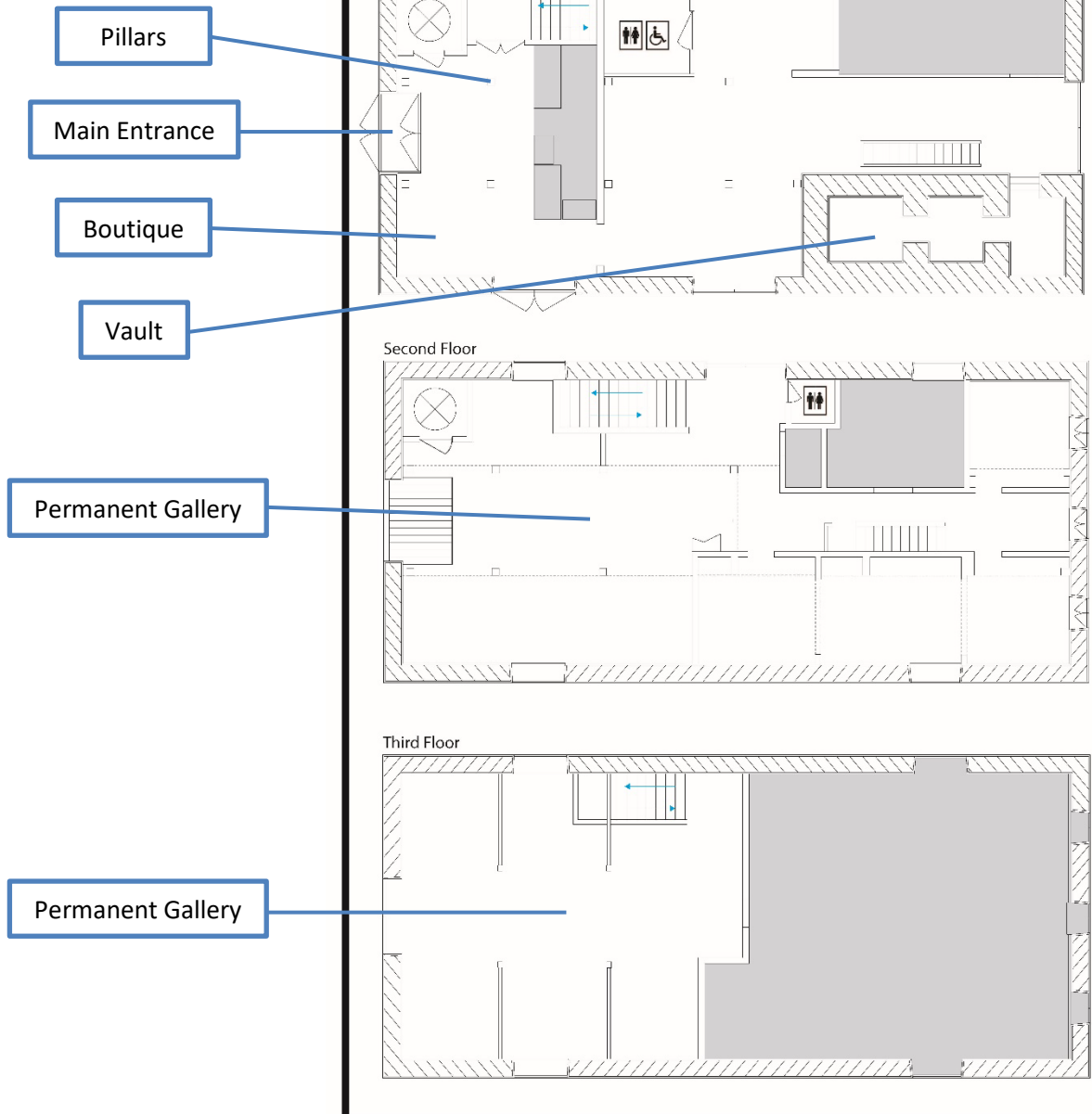
The MUSÉE BYTOWN MUSEUM housed within the oldest stone building in Ottawa - set in the most picturesque location, offers facilities set in any one of its 3 floors of galleries. We are nestled in the heart of downtown Ottawa between the Parliament Buildings and the Chateau Laurier along the Rideau Canal 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 nd Floor	20	25	25	20	25
Capacity for 3 rd Floor	15	25	25	20	25

***For use of outdoor space, please contact Sarah Regan directly at 613.234.4570 x224 or operations@bytownmuseum.ca**

Floor Plans

Please note due to the uniqueness of this space, there are permanent displays not shown on this floor plan. We recommend you conduct a site inspection before booking the space.



WHERE ARE WE?

LOCATION

The Museum is located alongside the set of eight locks on the Rideau Canal between Parliament Hill and the Château Laurier.

PARKING

All onsite parking and delivery access requires prior notice and permission granted.

The closest paid parking lot to the MUSÉE BYTOWN MUSEUM is at the National Arts Centre (NAC).



ACCESS

Pedestrian Access: There are two main routes to access the MUSÉE BYTOWN MUSEUM by foot:

The first route is on Wellington Street by the iron gate at the southeast corner of the Parliament Hill grounds (near the statue of Sir Wilfrid Laurier). The gate is on the west side of the Rideau Canal. At this gate there is a set of stairs going down to the Ottawa Locks of the Rideau Canal. At the bottom of the stairs turn north (left) and walk approximately 250 metres along the locks to the Museum – a three-storey stone building.

The second pedestrian route is via the west bank Rideau Canal pathway and the National Arts Centre (NAC). There is a pedestrian ramp from Elgin Street near the NAC for easier pedestrian access than by stairs. The Rideau Canal pathway is accessible at several points along the Canal. From the NAC follow the canal pathway north approximately 500 metres along the locks to the Museum – a three-storey stone building.

Cyclists: A bike rack is conveniently located next to the Museum entrance.

Bus Routes: The MUSÉE BYTOWN MUSEUM is close to several major bus routes and is a ten-minute walk from the transit hub at the Rideau Centre. For full details including fares, times and routes please visit the OC Transpo website. From the Rideau Centre walk west towards Parliament Hill along Rideau/Wellington streets. You should be able to see the Museum from the bridge you will cross if you are on the Parliament Hill side (north side) of the street. Cross the bridge and follow the directions listed above under Pedestrian Access.

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	
Staff	
Staff Member	\$18 / hour per staff
Staffing Charge (for rentals falling outside of regular operating hours) (minimum 2 staff per event)	\$28 / hour per staff
Food, Beverage & Alcohol Service	
Coffee and Tea Service	\$2.00 per person
Alcohol Permit (AGCO)	\$50 Food, Beverage & Alcohol Options
Alcoholic and Non-Alcoholic beverages	Selection offered: prices negotiated upon booking
Food Service Available	Catering and options to be tailored to event
Available Rental Items (included in Rental Rate)	
8 Tables (2' x 6') + Linens 4 Hightop Tables + Linens Cloth Napkins 50 fabric folding chairs 2 Projectors 2 White Screen 1 Podium	Flip Chart Sound System Coat Racks Wine glasses Tumblers Beer Pint glasses Wifi Access

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.**

TERMS OF AGREEMENT

The following is a list the general regulations as well as the rules of agreement and understanding between the MUSÉE BYTOWN MUSEUM and the designate of any individual, community or commercial group, hereto named the CLIENT, wishing to utilize the Museum for their activity.

General Regulations of Agreement

The Management Team of the MUSÉE BYTOWN MUSEUM has two priorities when making the Museum space available:

1. Protection of the building, artefacts, interpretative displays and exhibitions, the visiting public and the conservation area, and;
2. Recovery of costs related to providing a clean, safe, historic, and welcoming setting for special events.

Terms of Agreement

1. The MUSÉE BYTOWN MUSEUM requires two authorized staff personnel to be on site at all times.
2. A staffing charges will apply for rentals that fall outside of regular operating hours (08:30 – 16:30)
3. The MUSÉE BYTOWN 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.
4. 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.
5. If the event extends outside the agreed upon rental time, extra fees will apply.
6. 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.

7. The Client will acknowledge the Museum by thanking the MUSÉE BYTOWN MUSEUM for its support and including the Museum's logo on all promotional items. The MUSÉE BYTOWN MUSEUM will provide guidelines for use of its logo. The Client will provide a proof (digital is acceptable) to the Museum for approval of all printed items that contain the logo prior to printing and distribution.
8. The Museum will require a security deposit or booking credit card number prior to the event.
9. The Client shall pay the invoice in full prior to the event date; exceptions would be events in which alcohol consumed must be calculated, Invoices will be received at the conclusion of an event and to be paid Net 30 days held at the Museum for the full amount owed plus HST.
10. The Client will notify the MUSÉE BYTOWN MUSEUM of any changes in event plan prior to 72 hours before the scheduled event.
11. No alcoholic beverages shall be brought into or consumed on site either inside or outside of the building without expressed written consent from MUSÉE BYTOWN MUSEUM and acquired appropriate license.
12. Smoking is prohibited inside the building and at least 9 meters from any entrance to the building. An appropriate receptacle for cigarette butts is available.
13. No nails, tape, tacks, signs, posters or other objects are to be hung or placed in any manner on the walls, displays, interpretative panels or artefacts.
14. No displays, panels or artefacts are to be moved or altered in any way without prior consent from MUSÉE BYTOWN MUSEUM. Upon approval, relocation of items will be facilitated by Museum representatives.
15. Running, jumping or pushing is prohibited. No confetti, rice etc. is to be thrown in or around the building.
16. Open flames are prohibited inside the building without specific written permission from the MUSÉE BYTOWN MUSEUM.
17. All garbage must be removed from the property or properly bagged and stored in covered garbage disposals unit provided by the Museum.
18. Loud music is prohibited between the hours of 11:00pm and 7 am (or 9 am on Saturdays and noon on Sundays) in accordance with the City of Ottawa Bylaws
19. Any excess staffing, maintenance, set up or clean-up costs will be added to the cost of the bill at the discretion of MUSÉE BYTOWN MUSEUM.
20. 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 if the order is not able to be cancelled