



Date of Rental		Number of People	
Event Start Time		End Time	
Contact Name		Contact Phone No.	
Company Invoiced			
Contact Email			

Rental Costs

Facility		\$ Price per Day	No. Days Required	Total \$
	Large Gallery	\$ 175.00		\$ -
	Small Gallery	\$ 150.00		\$ -
	Both Galleries	\$ 275.00		\$ -
Evening Staffing	3 hour minimum	\$ 90.00		\$ -
Equipment	Projector	\$ 25.00		\$ -
Total Rental Costs				\$ -

Gallery Set Up

Please check on of the below. Note: placement of projector screen is fixed unless renter wished to provide a free standing screen.

	Large Gallery	<input type="checkbox"/>	Boardroom	<input type="checkbox"/>	Theater	<input type="checkbox"/>	Other: Please Specify
	Small Gallery	<input type="checkbox"/>	Boardroom	<input type="checkbox"/>	Theater	<input type="checkbox"/>	Other: Please Specify

Catering

Platters			\$ Per Item	Quantity	Total \$
Meat & Cheese	Small	12"	\$ 59.00		\$ -
	Large	18"	\$ 102.00		\$ -
Vegetable	Small	12"	\$ 30.00		\$ -
	Large	18"	\$ 54.00		\$ -
Fruit	Small	12"	\$ 42.00		\$ -
	Large	18"	\$ 66.00		\$ -
Sandwiches & Soup			\$ Per Item	Quantity	Total \$
Ham & Cheese, Egg, Tuna or Salmon Sandwich (please identify types in e-mail)			\$ 7.50		\$ -
Vegetable or Meat based Soup			\$ 7.50		\$ -
Miscellaneous Items			\$ Per Item	Quantity	Total \$
Muffin			\$ 3.00		\$ -
Baked Goods (variety of cookies, breads, brownies, etc.)			\$ 3.50		\$ -
Tea & Coffee (per person)			\$ 4.00		\$ -
Catering equipment rental (plates, bowls, cutlery, etc.)			\$ 2.00		\$ -
Total Catering Costs					\$ -
Total Rental Cost					\$ -
Grand Total					\$ -

Please Note: Gallery walls may have exhibit displays on them that cannot be touched or taken down. Catering is provided for an additional fee. All catering arrangements must be made at the time of booking.

Events including alcohol are permitted, it is however the responsibility of the renter to obtain a liquor licence for their event. A copy of this licence must be provided to the museum prior to event date and an application must be completed by the renter and faxed to the local Fire Marshal at 872.6562 (fax) or 872.6535 (tel).