

Community Room

32' x 19'

RENTAL FEES

During Business Hours:
(Tuesday - Saturday)
\$15.00 per hour plus HST.

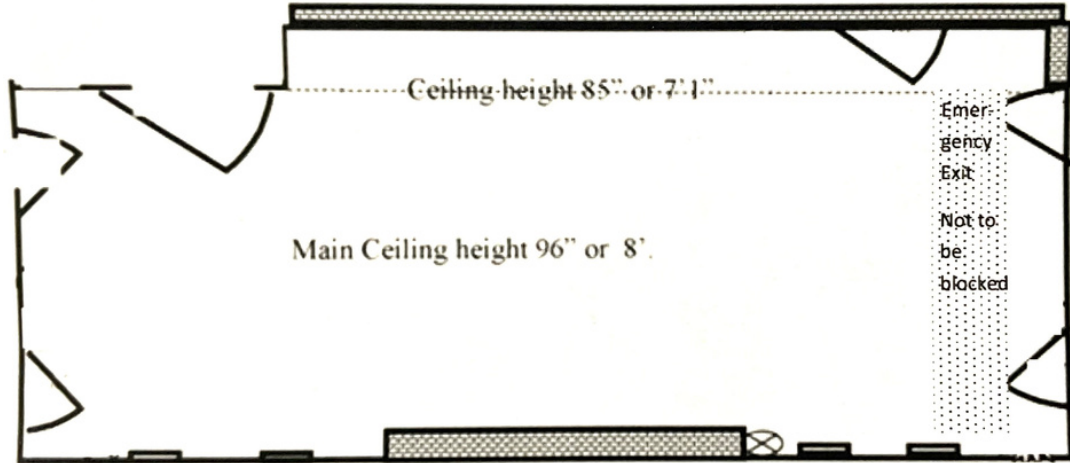
Full Day: (9 am to 5 pm)
\$100.00 plus HST.

After Hour Rentals: \$30 per
hour plus HST. *Any other
hours are on a case-by-case
basis.

OCCUPANCY LOAD

Chairs only - 58 Tables
and chairs - 40
Standing - 137
10 card tables (6ft)

130 Jubilee Road c/o 60
Pleasant Street Bridgewater,
NS B4V 3X9 - 902-543-4033
Desbrisaymuseum.ca



WHAT ARE THE EXPECTATIONS?

You are expected to clean up following your event. Recycling bins are provided, and we require that you sort your waste properly. Museum equipment is looked after by staff. Tables are to be covered if you are using any type of liquid. CONFETTI or SPARKLE are NOT to be used in the building. NO Balloons or open flame

PAYMENT

Payment is required at time of event. Personal—We accept debit, Visa and Mastercard. Corporations – invoices will be issued upon payment. A deposit is required for after hours booking.

DesBrisay Museum makes every effort to be environmentally friendly. We require that you and your caterers use only recycled, compostable products for food service unless you are using dishes.



To book our room, please complete the Booking Form on Side 2.



DesBrisay Museum Booking Form

Name of Contact: _____ Name of Organization: _____
 Mailing Address: _____
 Postal Code: _____ Phone Number: _____
 Email Address (required for confirmation): _____

<p>Event Details</p> <p><input type="checkbox"/> Hourly Event: \$15+tax per hour</p> <p><input type="checkbox"/> Full Day Event: \$100+tax</p> <p><input type="checkbox"/> After Hour Event: \$30+tax per hour</p> <p>Event Date: _____</p> <p>Start Time: _____</p> <p>End Time: _____</p> <p>*Note: Start time and end time will include set up and clean up time. Fee will be charged for full time used. Day event is from 9am to 4pm only. Any other hours are considered on a case-by-case basis.</p>	<p>Room Set Up</p> <p>The room comes setup with 3 tables 4x6 and 8 chairs setup in the space.</p> <p>Rentals have access to:</p> <ul style="list-style-type: none"> - 10 Card tables - 10 Tables 4x6 - 50 chairs <p>How many of each will you need?</p> <p>__ Long Tables __ Card Tables __ Chairs</p>	<p>Equipment Requirements</p> <p><input type="checkbox"/> Digital projector (provide own laptop) VGA & HDMI connection</p> <p><input type="checkbox"/> Flip chart (please bring markers)</p> <p><input type="checkbox"/> Podium</p> <p><input type="checkbox"/> Microphone</p> <p><input type="checkbox"/> Room black out shades</p> <p><input type="checkbox"/> Kitchen use (please explain)</p> <p>_____</p> <p>_____</p> <p>_____</p>
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<p><u>Other</u></p> <p>Will there be food? Yes <input type="radio"/> No <input type="radio"/> (Please note: recyclable, compostable food service on site only, no Styrofoam)</p> <p>Will there be alcohol? Yes <input type="radio"/> No <input type="radio"/> If yes, name of licensee: _____</p> <p>If yes, you must obtain a Special Occasion Liquor License from the Nova Scotia License Board at www.gov.ns.ca or call 1-877-565-0556. This generally takes about 10 days. (You MUST post your liquor license on the premises during the event)</p> <p>Will music be played? Yes <input type="radio"/> No <input type="radio"/> If yes, the Museum is required to charge an additional fee of \$22.00 which we submit to SOCAN.</p>	<p>Fee Charged:</p> <p>Full set up and end time fee (includes day and/or night)</p> <p>_____</p> <p>HST 15% _____</p> <p>SOCAN Fee _____</p> <p>TOTAL FEE _____</p> <p>(To be paid day of event)</p> <p>We accept debit, Mastercard, or Visa. Business cheques only are accepted made out to DesBrisay Museum.</p>
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<p>Return this form to DesBrisay Museum</p> <p><input type="checkbox"/> museum@bridgewater.ca</p> <p><input type="checkbox"/> 130 Jubilee Road, Bridgewater</p> <p>A confirmation will be sent. Your booking is not confirmed until you receive confirmation by email.</p>	<p>Authorized Signature: _____</p> <p>Date: _____</p>
<p>OFFICE USE ONLY</p> <p>Booking Received: _____</p> <p>Front Desk Arranged: _____</p> <p>Payment Type and Date Received: _____</p>	