

Rental Agreement Terms & Conditions

1. All renters must agree to the terms and conditions set out by the Thunder Bay Museum, follow the Museum Rules and sign the Booking Form
2. Rental of space at the Thunder Bay Museum is subject to availability and the discretion of the Museum Director. The Thunder Bay Museum reserves the right to refuse the rental of space for events/activities which may be deemed damaging to the Museum's reputation or principles
3. A **\$50.00 non-refundable deposit** is required to secure the reservation. **The balance is due one week prior to the day of the booking**
4. Events may not be advertised until booking has been confirmed with the Thunder Bay Museum through the rental agreement and with the deposit paid
5. Liquor permits must be obtained by the user and are not the responsibility of the Thunder Bay Museum. Servers must meet the Province of Ontario guidelines
6. All costs for damage to any of the Thunder Bay Museum's equipment being borrowed or rented, its artifacts or exhibits, or any portion of the physical space of the Thunder Bay Museum being used are the responsibility of the user and are payable on demand
7. Equipment required by outside groups which is not supplied by the Thunder Bay Museum is subject to the following: (a) entry of equipment must have prior approval of the Thunder Bay Museum and must be on agreed-upon dates and times (b) all equipment brought in must be removed immediately following the event; the Museum does not provide storage space
8. The Thunder Bay Museum will not be able to provide you with any tools or supplies so please ensure you bring everything you may need
9. Renter is responsible for **ALL** event clean up with the exception of stacking tables and chairs. The Museum reserves the right to use your deposit as a cleaning fee if the space is not cleaned to our satisfaction as per the checklist. It is the Renter's responsibility to communicate this with their contracted caterer
10. It is the responsibility of the adults in the group to watch any children present to ensure they do not disturb other visitors and that they observe Museum rules of conduct
11. Food and beverages are the responsibility of the user. Food and drinks must remain in the area rented by the group. No food or drink is allowed in the galleries (with the exception of the second floor gallery **ONLY** if it is the space rented), elevator, or stairwell

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12. Limited use of the kitchen facilities (including kitchen equipment) is included in the rental fee
13. Renters are responsible for bringing their own tablecloths, condiments, napkins, sugar, cream, coffee, tea, etc.
14. Museum staff is not responsible for front door and reception/guest greeting duties
15. We do not permit: tape/thumbtacks, wild flowers (live flowers are only allowed if they are obtained from a professional florist), or candles. Nothing is to be posted on walls, windows, display cases, or hung from the ceiling
16. Walls and display cases may not be used for supports or to write on
17. Renters are permitted to use flash photography in the museum, but may not take any photographs of hanging artwork as that action could constitute a violation of the artist's and/or the museum's copyright
18. The touching of artifacts and paintings/photographs is strictly prohibited
19. Smoking and cannabis is not allowed anywhere in the building
20. Emergency exits must remain clear at all times
21. The Thunder Bay Museum is not responsible for lost, stolen or damaged items
22. **It is the responsibility of the user to inform their guests of the above rules as necessary.**

Clean Up Checklist

Renter: _____

Date: _____

Rental Space

- _____ Tables/counters are to be cleared/wiped down
- _____ All decorations/signage are to be removed
- _____ Floors are to be swept
- _____ All garbage is to be placed in the kitchen for disposal
- _____ All recyclable materials are to be placed in appropriate bins in the kitchen
- _____ All kitchen equipment used (ie: coffee maker, teapot) is to be emptied and rinsed
- _____ All outside food and dishes are to be removed from the building
- _____ All Museum dishes are to be thoroughly rinsed and stacked in the sink in the kitchen

Museum Staff Initial

Fee Schedule & Acknowledgement

Room	Length of Rental And Rates
Murphy Room Capacity: 24 people with fixed seating & tables, or 35 people standing room with small chair groupings	\$25 per hour for the first 5 hours \$20 per hour thereafter
Multi-Purpose Room Capacity: 60-80 people at round tables 60-80 people at rectangular tables** 100 people seated in rows 125 people standing	\$155 up to 4 hours \$35 per hour thereafter

*Museum Members are entitled to a 10% discount.

*Registered not-for-profit organizations receive a 30% discount.

*Discounts cannot be combined.

**Numbers depending on size of tables

Acknowledgement

I have read the agreement and I am in accordance with the Rental Agreement Terms and Conditions

Date: _____

Staff Signature: _____

Date: _____

MUSEUM USE ONLY	Fees:	Notes:
	_____ Rental	_____
	_____ Equipment	_____
	_____ Total	_____
	_____ \$50 Deposit	_____
	<input type="checkbox"/> Prepayment in Full	_____
<input type="text"/> Balance Due	_____	