



## FACILITY RENTAL GUIDELINES

### GENERAL INFORMATION

The Fernie Museum is an active community hub that promotes Fernie, past and present. As part of this mandate, the Museum rents both its main floor and the second floor galleries to community organizations and businesses for meetings and events within a set of guidelines that ensure the protection of artifacts and works of art on exhibit.

### FACILITY OVERVIEW

**The Museum Main Hall** | This gallery features the Museum's core exhibit, *This Is Our Fernie*. The gallery is ideal for wine and cheese receptions for up to 125 people.

**Temporary Exhibit Gallery** | The museum's 2<sup>nd</sup> floor gallery measures 27 feet x 30 feet (approximately 800 square feet). It comfortably accommodates 125 standing and 75 seated; set-up is flexible and the space is ideal for receptions and meetings. There is a washroom and a storage closet located on this level.

Access to the 2<sup>nd</sup> floor gallery is located in the back of the Museum Main Hall or via the Museum's side entrance. The Museum has handicapped access to the second floor.

### AVAILABLE EQUIPMENT

Rental clients have free access to the museum's public Wi-Fi as well as a limited supply of tables and folding chairs.

For a small additional charge, the Museum can provide:

- 46" plasma TV with USB, monitor and HD hook-up ports/cords for presentations (including Mac-compatible adapter).
- Flip chart
- Admission to the museum's core exhibit, *This Is Our Fernie*, located on the main floor (2nd floor gallery rentals)

## **USAGE FEES**

- Non Profit - \$10 per hour plus a Corporate Membership
- For Profit - \$15 per hour plus a Corporate Membership
- Private Functions - \$15 per hour plus an Individual Membership
- Audio-visual equipment - \$20 (plasma TV, sound equipment, etc)
- Admission to This Is Our Fernie exhibit, \$50/group with heritage interpreter

A deposit fee of \$150 (a cheque payable to the Fernie & District Historical Society) is required to hold the facility rental and will be returned following the event; should damages or cleaning be required to return the gallery to the state in which the gallery was provided, these costs will be deducted from the deposit fee.

All rental fees are payable prior to the event along with a completed rental contract.

## **SET-UP AND CLEAN-UP**

- The Renter is responsible for set-up and clean-up for their event.
- All bagged garbage is to be placed in the back vestibule.
- Museum staff will be on hand to unlock and lock the building and will inspect the facilities with the renting party prior to leaving.

## **HOSTING**

- There are no kitchen facilities available at the Fernie Museum.
- If alcoholic drinks are available at the event a special occasion licence must be obtained by the renter: proof of 3<sup>rd</sup> party liability insurance is required by the Museum prior to the event.
- The Museum has a list of caterers that have been certified by the Museum; these caterers have been provided with an orientation to the unique requirements of food service within a museum and gallery setting. To use a caterer not on this list, the proposed caterers must be available for this orientation a minimum of three days prior to the event.
- A limited number of tables are available at no additional charge. The Renter will be responsible for clean-up including floor washing. Cleaning supplies will be provided.
- The Museum also can provide recommendations for audio-visual and event companies that are well acquainted with the Museum facilities.



## FACILITY RENTAL APPLICATION

Date of Event: \_\_\_\_\_

Set-up Date and Time: \_\_\_\_\_

Event Start Time: \_\_\_\_\_ Event Start Time: \_\_\_\_\_

Description of Event: \_\_\_\_\_

\_\_\_\_\_

Business/Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_

Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Contact Telephone: W: \_\_\_\_\_ H: \_\_\_\_\_

Contact Email Address: \_\_\_\_\_

I have read and accept the terms of the Fernie Museum Rental Guidelines.

Signature of Applicant: \_\_\_\_\_ Date of Application: \_\_\_\_\_

\_\_\_\_\_

For Museum Use			
Received by	Review	Approval	Contract Sent
	<input type="checkbox"/> Guidelines <input type="checkbox"/> Deposit Received <input type="checkbox"/> Date availability		