

# FACILITIES USE GUIDELINES

## ATTENDANCE CAPACITY OF THE MUSEUM OF HEALTH CARE:

THE JOHN DODD'S CONFERENCE ROOM (Level two, with large wooden conference table)

12 persons seated, 20 persons standing

CHILDREN'S GALLERY (Level one, with large wooden conference table)

12 children seated, 20 persons standing

GALLERY LEVEL (Level one, six onsite galleries and adjacent hallways)

40 persons seated, or 125 persons standing

## MUSEUM OF HEALTH CARE HOURS:

Hours open to the public:

Tuesday to Friday 10am to 4pm (FALL/WINTER/SPRING),

Tuesday to Sunday 10am to 4pm (SUMMER)

\*Closed Mondays and major holidays.

Daytime hours /Administrative hours:

Monday to Friday 9am to 5pm (ALL YEAR)

Functions may occur at any time, but are subject to the final approval of the Museum Manager.

## MUSEUM OF HEALTH CARE RENTAL FORMS & FEES:

The Museum of Health Care's fee structure for room rentals is as follows:

	Private and Commercial Rates	Non-profit rates
<b>Conference Room</b>		
Daytime	\$20/hour	\$10/hour
After hours & weekends	\$45/hour	\$35/hour
<b>Children's Gallery</b>		
Daytime	\$40/hour	\$20/hour
After hours & weekends	\$65/hour	\$45/hour
<b>Gallery Level</b>		
Daytime	\$80/hour	\$40/hour
After hours & weekends	\$105/hour	\$65/hour

\* Discounted full-day rental rates available

***Note: Time required for set up, breakdown and clean up must be included in booking.***

Completed rental forms with signature (pages 5 & 6) should be submitted a minimum of two weeks prior to the event. Failure to fully complete the rental forms will result in delayed confirmation of the event. Once the request is approved or denied, the Museum will return copy of the rental form and an invoice. Prompt payment is requested (net 30 days following issue of invoice).

**FOOD AND BEVERAGE SERVICE POLICY:**

No food and beverage service is provided by the Museum, however event organizers may bring in their own refreshments (please note that we have limited fridge space available).

Event organizers of receptions taking place in the level one gallery areas must provide a verbal warning at the start of the event advising guests to be extremely careful with their food and drink in the gallery areas. Whenever possible, food and drink should be consumed in the hallway areas only rather than directly inside the galleries.

Guests must not lean or place any food or drink on any exhibit components, including but not limited to tables and glass display cases. Similarly, guests must respect the artefacts in the galleries and refrain from touching exhibit components.

The venue rental client is responsible for making its own arrangements with caterers. The Museum of Health Care does not require the use of any specific caterers, however the event organizer must advise Museum personnel of catering plans (including setup and delivery times for dish rentals, food and beverages, etc.). Any open flame devices used to warm food (i.e. sterno cans) require constant attention. Caterers/clients must provide their own staff member with a fire extinguisher to be present at all times. Candles are not permitted in the Museum of Health Care.

**SIGNAGE POLICY:**

All signage must be provided by venue rental clients and must be free-standing. No signage may be posted on Museum walls, windows, floors, or equipment (including podium) unless pre-authorized by Museum staff.

The Museum of Health Care reserves the right to install artefact displays and museum signage in its public spaces at any time.

### **ALCOHOL POLICY:**

Venue rental clients wishing to serve alcohol at their event must provide an approved special occasion permit from the LCBO to Museum personnel at least one week in advance of the scheduled event, and a copy of the special occasion permit must be prominently displayed in the reception area for the duration of the event. It is the responsibility of the client to discourage the misuse of alcohol by anyone 19 or older and prohibits the use of alcohol by anyone under 19.

A staff member of the Museum of Health Care, or their approved appointee, shall be on duty for any Museum of Health Care sponsored or hosted event where alcoholic beverages will be served.

### **CLEANING POLICY:**

Rental fees include basic janitorial services and clients are required to clean up visible mess after their events. All garbage must be bagged and tied; sealed garbage bags should be left in or beside the provided garbage cans. All leftover food and beverages should either be removed or placed in a sealed garbage bag. Failure to do so will incur an additional maintenance charge.

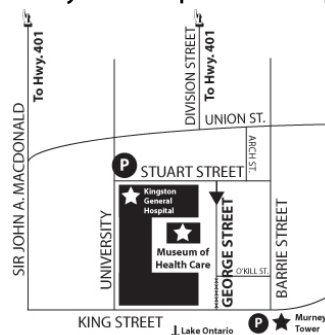
If the Museum of Health Care judges routine cleaning and maintenance inadequate to return the premise to its prior condition, the additional cost of special maintenance services or repairs will be charged to the client.

Unless specific arrangements have been made, all items belonging to the client left behind after an event become the property of the Museum of Health Care.

**No smoking is allowed inside the Museum of Health Care.**

### **PARKING INFORMATION:**

Facilities reservations do not include parking, although there is metered parking on the street. For event organizer or handicapped parking, please contact the Museum for information. Additional parking is available at nearby lots as per the map below:



Please complete the FACILITY RENTAL AGREEMENT/RESERVATION FORMS (pages 5 & 6) and return it with appropriate signature to:

Deanna Way, Communication & Finance Coordinator  
Museum of Health Care  
Ann Baillie Building National Historic Site  
32 George Street, Kingston, ON K7L 2V7  
[museum@kgh.kari.net](mailto:museum@kgh.kari.net) / Phone: (613) 548-2419

All arrangements for facility use and access (seating arrangements, loading dock usage, A/V usage, food service, etc.) must be made through the Communication & Finance Coordinator at least two weeks in advance of the event's scheduled date to ensure availability. As the date of the event nears, the person in charge or a designated representative will need to speak with Museum personnel so security procedures can be explained and building use can be properly coordinated.

# FACILITY RENTAL RESERVATION FORM

The reservations and arrangements for use of the Museum of Health Care at Kingston facilities must be made through the Communication & Finance Coordinator, Deanna Way. No reservation is confirmed until this form is completed and the Museum Manager & Program Director, Jenny Stepa, gives final approval. Any questions should be directed to Deanna Way, 613-548-2419

**PLEASE READ THE "FACILITIES USE GUIDELINES" ON PAGES 1-4 BEFORE COMPLETING FORM**

Name of Event: \_\_\_\_\_

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

Sponsoring Organization: \_\_\_\_\_

Address: \_\_\_\_\_

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

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

Day(s) & Date(s) of Event: \_\_\_\_\_

Actual Event Time (start/ finish): \_\_\_\_\_

Full Rental Time (includes set-up and clean-up): \_\_\_\_\_

Will alcohol be served? \_\_\_\_\_

Will an admission fee be charged? If so, amount \$ \_\_\_\_\_

Organization or person responsible for payment: \_\_\_\_\_

Signature of person completing this form\* \_\_\_\_\_

\*By signing this form you acknowledge that you have read and understand the Facilities Use Guidelines (pages 1-4) and will abide by all stipulations set forth in this document.

Name of person completing this form (please print) \_\_\_\_\_

Date form completed: \_\_\_\_\_

Authorizing signature: \_\_\_\_\_

(Jenny Stepa, Museum Manager & Program Director)

## FACILITIES & EQUIPMENT REQUEST FORM

### Facilities Requested:

- Gallery Level (Level one, six onsite galleries and adjacent hallways)
- The John Dodd's Conference Room (Level two, with large wooden conference table)
- Children's Gallery (Level one, two rooms with large children's table)
- Other: \_\_\_\_\_

### A/V Equipment Needed:

- Data projector
- Projection screen

### Staff Needed:

- Media Person [Required if using our A/V equipment]
- Tour Guide

### Equipment Needed (place number where appropriate):

- Podium (1 available)
- # \_\_\_\_\_ Chairs (12 available, extras can be rented by the Museum but additional rental costs may apply)
- # \_\_\_\_\_ 6-foot tables (3 available)
- Mini fridge (1 available)

Number of people attending event:

Additional notes:

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