



## FACILITY RENTAL GUIDELINES

*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 for events, within a set of guidelines that ensure the protection of artifacts and works of art on exhibit.*

### FACILITY OVERVIEW

**The Museum Main Hall** | The main floor gallery features the Museum's core exhibit, *This Is Our Fernie*. The gallery is suitable for wine and cheese receptions for up to 50 people.

**Upper Floor Exhibit Gallery** | The museum's 2<sup>nd</sup> floor gallery is designed to accommodate art shows and exhibits with an exhibit wall in the center. The space is also ideal for small receptions up to 50 people. 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 elevator access to the second floor.

The entire facility can accommodate upwards of 100 people using both the main and 2<sup>nd</sup> floors.

### MEETING FEES

- Non Profit Meetings -- \$20 per hour
- For Profit Meetings -- \$30 per hour plus a Corporate Membership
- Any damage to the facility or the displays will be the responsibility of the renter

### PRIVATE FUNCTION FEES

- Private Functions --- \$75 per hour plus an Individual Membership for the renter
- A deposit of \$100 (payable by credit card) is required to hold the facility rental, which will be deducted from final billing
- A \$500 refundable Damage Deposit is required and will be returned within a week after event; any facility or display damage over this amount will be the responsibility of the renter
- 1 staff person will be onsite for the duration of the event; a fee of \$25 per hour is applicable
- A fee of \$150 is applied for cleaning/sanitizing
- Liability Insurance for events is provided through the City of Fernie; Fernie Museum will collect the fee; total cost to be determined by number of attendees, alcohol service (see appended document attached)
- All rental fees are payable prior to the event along with a completed rental application form

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

- The renter is responsible for set-- up and general clean-- up for their event; space should be left tidy and all refuse bagged neatly ready for removal
- Each rental period will include 1 hour set-up and 1 hour clean-up at no additional cost. Any additional hours will be charged at the regular rate
- Museum staff will be available during the event, including set up and clean up, and will

inspect the facilities with the renting party once event is complete

## HOSTING

- There are no kitchen facilities available at the Fernie Museum
- If alcoholic drinks are made available at the event a Special Occasion License must be obtained by the renter <https://www2.gov.bc.ca/gov/content/employment-business/business/liquor-regulation-licensing/liquor-licence-permits/apply-for-liquor-licence-permit/special-event-permit>
- Private renter must provide Serving It Right qualified personnel to serve alcohol <https://www.responsible-service-bc.gov.bc.ca/serving-it-right-course>
- A limited number of tables and chairs are available at no additional charge
- The Museum can also offer heritage programming, including Historic Walking Tours, at an additional cost
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# FACILITY RENTAL APPLICATION

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

Event Start Time (including Set Up): \_\_\_\_\_ Event End Time (including Take Down): \_\_\_\_\_

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

\_\_\_\_\_

Food Service  Caterer \_\_\_\_\_ Food Safe  Alcohol Service   
 Serving It Right

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

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

City: \_\_\_\_\_ Prov. \_\_\_\_\_

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

Contact Telephone \_\_\_\_\_ 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		

**Renters are responsible for any facility or display damages**