

FACILITY USE GUIDELINES

It is critical that all venue rental clients interested in renting the Museum of Health Care schedule a site visit and walkthrough prior to making any arrangements. The Museum of Health Care will not work approve any rental applications until a walkthrough by the client has been completed.

Attendance capacity and facilities available at Museum of Health Care:

Museum Galleries

- Main Floor
- Eleven on-site Museum galleries in nine separate rooms
- Two Bathrooms (gender-neutral)
- Coat Room
- Mini-fridge
- Capacity: 50 persons standing, 25 sitting (ex. speech/presentation)

Hours available for venue rentals:

- **Contact Museum staff to discuss times** available for venue rentals.
- Weekday, Weeknight and Weekends all may be available for rental, however, availability relies on a combination of staff availability and planned museum programming.

Fees for venue rentals:

Day/Time	Fee
Mondays Tuesdays (9am to 5pm)	\$80 per hour
After Hours (5pm to 9pm)	\$130 per hour
Weekends	\$130 per hour
<i>Note: Time required for set up, breakdown and clean up must be included in booking.</i>	

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:

The Museum cannot provide food and beverage services. Clients may bring in their own refreshments (please note that we have limited fridge space available), or hire a catering company to provide this service.

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 client 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, and require Caterers/clients to 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.

Venue rental clients 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. Similarly, guests must respect the artefacts in the galleries and refrain from touching exhibit components.

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.

Alcohol Policy:

Venue rental clients wishing to serve alcohol at their event must provide an approved Special Occasion Permit (SOP) 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. The client may request the Museum of Health Care to secure this SOP for them. In this case, the cost of the SOP, plus a \$10.00 Administration charge, will be added to the final cost.

It is the responsibility of the client to discourage the misuse of alcohol by anyone aged 19 or older and prohibit the use of alcohol by anyone under the age of 19. Additionally, 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 & Damage 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.

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 may be charged to the client.

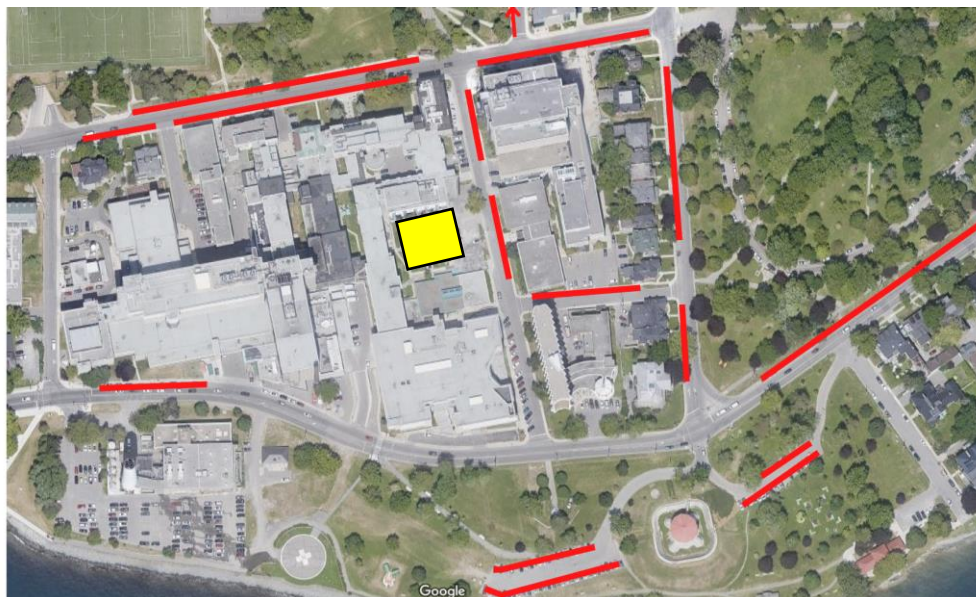
If damage to the Museum occurs during the clients rental time (ex. Damaged Museum cases, significant damage to flooring, broken windows, etc.), the client will be responsible for the cost of repairs.

No smoking/vaping is allowed on Museum of Health Care property at any time.

Parking Information:

The Museum has a difficult time securing parking for events, but it is not entirely impossible. Requests to use the parking lot at the front of the Museum, reserved for patients receiving cancer treatment at Kingston Health Sciences Centre (Kingston General Hospital site) during day-time (8am to 5pm), can be used for events afterhours if approved by Kingston General Hospital Security. The Museum will submit a request for each event, but approval is not guaranteed.

Alternatively, parking is available at nearby lots as (per the map below), as well as metered street parking on the streets adjacent to the Museum.



Red – Street/Lot Parking | Yellow – Museum of Health Care

Please complete the FACILITY RENTAL RESERVATION FORM and EQUIPMENT REQUEST FORM (pages 5 & 6) and return with appropriate signature to:

Kevin Moorhouse, Museum Manager
Museum of Health Care at Kingston
Ann Baillie Building National Historic Site
32 George Street, Kingston ON | K7L 2V7
museum@kingstonhsc.ca / (613) 548-2419



FACILITY RENTAL RESERVATION FORM

The reservations and arrangements for use of the Museum of Health Care at Kingston facilities must be made through the Museum Manager, Kevin Moorhouse. No reservation is confirmed until this form is completed and the Museum Manager gives final approval via signature.

PLEASE READ THE “FACILITIES USE GUIDELINES” ON PAGES 1-4 BEFORE COMPLETING BELOW.

Name of Event	
Brief Description	
Day(s) & Date(s) of Event	
Rental Time (includes set-up, clean-up):	
Organization	
Contact Info (Address, Phone)	
Contact Person	
Email Address	
Will Alcohol be served?	
Will Food be served?	
Will an admission fee be charged?	
Name of person completing this form *	
Signature of person completing this form *	
Date	
<p>*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. You also acknowledge that submitting this form is not a guarantee of rental, but a request for rental to be approved.</p>	

EQUIPMENT REQUEST FORM

What the <u>MUSEUM</u> can supply	Check if Needed (X)	What <u>YOU</u> need to bring
Chairs (folding) <ul style="list-style-type: none"> • 20 total • See below if more required* 		
Tables <ul style="list-style-type: none"> • 6ft x 2.5ft Collapsible tables (2) • 4ft x 2ft Collapsible table (1) • 2.5ft x 2ft tables (3) • Tablecloths for all above (black) 		Tablecloths (if other color preferred)
Podium		
Microphone & Speaker		
Projector & Projection Screen		Computer (with preloaded media / presentation)
32" TV & Media Cart		
<p>* More chairs (max 30) are available (free of charge), however this requires a request to be submitted <u>as soon as possible</u>. If required, please let staff know and a request (not a guarantee) will be submitted.</p>		