

**Booking Information**

Today's Date: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Function Date: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Type of Event: \_\_\_\_\_ Contact Email: \_\_\_\_\_

Is this event for a Charity or Not-for Profit?    Yes       

Charitable Registration # \_\_\_\_\_

**Event Details**

(Must be confirmed with venue 2 weeks prior to event)

Number of Guests: \_\_\_\_\_

Building Access Time: \_\_\_\_\_

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

Event End Time: \_\_\_\_\_

Vacate Premises: \_\_\_\_\_

|                      |
|----------------------|
| Additional Requests: |
|----------------------|

**Package Selection**

- Half Day Chambers Gallery | \$500.00
  - Maximum of 4 hours
  - Includes tables and chairs
- Full Day Chambers Gallery | \$900.00
  - Maximum of 8 hours
  - Includes tables and chairs
- Hourly Rate | \$150.00
  - Includes tables and chairs

| ITEM                      | COST          | AMOUNT | TOTAL |
|---------------------------|---------------|--------|-------|
| Cocktail Tables           | \$7.50/Unit   |        |       |
| Chair Covers              | \$5.00/Unit   |        |       |
| Tablecloths               | \$16.00/Unit  |        |       |
| Napkins                   | \$0.50/Unit   |        |       |
| Linen Backdrop or Archway | \$75.00       |        |       |
| AV Equipment              | \$50.00       |        |       |
| Tea/Coffee Service        | \$2.00/Person |        |       |

|                  |             |               |
|------------------|-------------|---------------|
| <b>Subtotal:</b> | <b>PST:</b> | <b>Total:</b> |
|------------------|-------------|---------------|

**Fee Schedule**

| FEE               | AMOUNT | RECEIVED |
|-------------------|--------|----------|
| Booking Deposit   |        |          |
| Remaining Balance |        |          |

**Rental Requirements**

| ITEM                        | DATE RECEIVED |
|-----------------------------|---------------|
| Damage Deposit (\$500.00)   |               |
| Proof of Insurance          |               |
| Liquor License              |               |
| Signed Rental Agreement     |               |
| Signed Terms and Conditions |               |

**Finalized Event Details**

|                  |              |
|------------------|--------------|
| Number of Guests |              |
| Entry Time:      | Vacate Time: |
| Start Time:      | End Time:    |

By signing this contract,

- the Renter acknowledge and accepts all the conditions and requirements specified in the rental agreement and attached terms and conditions.
- the Renter confirms that the information given above is accurate and complete.
- the Renter agrees to report any changes to the above information to the Chilliwack Museum and Archives immediately.
- the Renter understands and accepts that to secure a booking a 50% deposit is required and due at the time this contract is signed. The balance is due no later than two (2) weeks prior to the date of the event.

\_\_\_\_\_  
Renter – Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chilliwack Museum & Archives– Signature

\_\_\_\_\_  
Date

## Terms and Conditions

A) The Chilliwack Museum and Archives requires all renters have general liability insurance in the amount of two million dollars (\$200,000,000) if you have existing general liability insurance, please provide a copy of the Certificate of Insurance. The “Chilliwack Museum and Historical Society” and the “City of Chilliwack” must be listed on this Certificate as additionally insured for the Museum property at 45820 Spadina Avenue, Chilliwack, BC. **Proof of Insurance must be provided two (2) weeks prior to the event date.**

B) A Special Occasion Liquor License is required for any event serving alcohol. **A copy of the special occasion liquor license must be provided two (2) weeks prior to the event date.**

C) Payment will be made according to the terms established in the Rental Agreement. A **50% deposit** is due at the time of booking. **The balance must be paid two (2) weeks prior to the event date.**

D) A damage deposit of **\$500.00 is required**. This deposit can be provided via cash or cheque and will be returned to you following inspection of the event facilities. **The damage deposit must be received two (2) weeks prior to the event date.**

E) Cancellations must be received a minimum of three (3) months in advance to ensure a refund. Cancellations must be received in writing. If you cancel outside the 3 months you will receive a full refund (deposit and any fees paid). Cancellations within three months will receive a 50% refund. **Cancellations received within two (2) weeks will forfeit their deposit and any fees paid.**

F) If set-up time is required, it must be calculated into the rental agreement and is done per the schedule agreed upon in your contact.

Permitted Decorations include:

- Arches or other stand-alone decorations
- CSA Approved electric mini lights and other electricity-dependent décor
- Live flowers
- Battery-operated candles

Not Permitted Decorations include:

- Tape/Thumbtacks
- Candles
- Fireworks
- Hanging decorations
- Attaching decorations to the windows or walls

If you are unsure of a decoration, please consult with your wedding/event coordinator representative.

G) The Chilliwack Museum and Archives will not be able to provide you with any tools or supplies – except those specified in your rental agreement – so please ensure you bring everything you may need.

H) Food and beverages are allowed only in the spaces designated in your rental agreement.

- I) On-site street parking is available immediately adjacent to the Museum, on Spadina Avenue, Yale Road, and Main Street.
- J) Entrance doors to the Chilliwack Museum and Archives are not allowed to be propped open at any time.
- K) Personal property is the responsibility of those attending your function, including the unsupervised coat check. The Chilliwack Museum and Archives shall not be liable for loss or damage of personal property.
- L) Equipment belonging to the Chilliwack Museum and Archives is not allowed off the premises.
- M) The Chilliwack Museum & Archives is a smoke-free building. No smoking, including the use of e-cigarettes, is permitted in the building or on the grounds.
- N) The renter is responsible for clean-up according to the checklist agreed upon in the rental agreement. Clean-up is to be completed immediately after the event, unless otherwise arranged in advance. **Failure to comply with this checklist will result in an additional cleaning charge of \$300.00.**
- O) The renter and all guests must vacate the premises by the time indicated in the rental agreement.
- P) For weddings and events, there is no additional charge for your photographer during the scheduled hours. For professional photographers wishing to stage photo shoots in or around the Museum for commercial purposes, a negotiated rate will apply.
- Q) Clean up must be completed immediately following the event unless otherwise agreed upon in the rental agreement. Clean-up includes, but is not limited to:
- Tables must be cleared of all garbage
  - Garbage and recyclables are to be removed from premises
  - Floors are to be cleared of garbage and recyclables
  - All food is to be removed from premises
  - All catering supplies/dishes/décor and other items brought in for the event are to be removed from the premises.
- R) The Chilliwack Museum and Archives reserves the right to refuse a booking.

By signing this document, I certify that I have read and agree to the terms and conditions outlined above.

\_\_\_\_\_  
Renter – Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chilliwack Museum & Archives– Signature

\_\_\_\_\_  
Date

Thank you for hosting your event at the Chilliwack Museum!