

Facility Rentals at the Royal Alberta Museum



The Royal Alberta Museum is one of Alberta's premier cultural venues. Situated in a park overlooking Edmonton's majestic River Valley, and located just minutes west of downtown, the Museum boasts the perfect atmosphere to hold your next event. Whether you are planning a corporate event, product launch, workshop, film, dance, concert, or cultural event, the Royal Alberta Museum can accommodate all of your needs.

Your Event

The Museum provides a unique atmosphere with distinct features that promise to make your event memorable for all. Amaze your guests by arranging to have one or more of our award-winning galleries open for your function.

Our Theatre

Our Museum Theatre has a maximum capacity of 417 and is completely equipped to meet all of your audio-visual and catering needs. The Museum Theatre is great for concerts, meetings, films and cultural events. Our Theatre Lobby can accommodate up to 250 people for stand-up receptions.

Catering

Catering needs, from coffee and treats to licensed stand-up receptions, can be arranged with our in-house caterers. For more information, please consult our Facility Rentals Coordinator.

Audio-Visual Support

The Museum has a full complement of AV equipment, from our screen and projector to our modern lighting and sound system, which can be used throughout the facility. Our professional technical staff can be booked to ensure that your event runs smoothly.

Parking & Accessibility

The Museum offers free parking to all our guests on a first-come, first-served basis. Our Facility is wheelchair and stroller accessible.

Bookings Office

To contact our Facility Bookings office for a free quote or tour of the facility, or for more information:

phone: **780-453-9156**

fax: **780-422-5681**

email: **Samantha.Borgal@gov.ab.ca**

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GENERAL RULES AND REGULATIONS FOR ALL EVENTS

Options for Getting Started:

- Go to the Museum's website at www.royalalbertamuseum.ca
- Contact the Facility Rentals office by phone: 780.453.9156
- Contact the Facility Rentals office by fax: 780.422.5681
- Contact the Museum's general switchboard: 780.453.9100
- Ask for a hard copy package to be mailed to you.

Steps to Booking an Event:

- 1 Contact the Facility Rentals office to discuss your needs
- 2 Request and receive a budget quote
- 3 Read and understand "Important Booking Information", listed below. This ensures your event date is held and booked properly
- 4 Read and sign the Rental Agreement forms and pay your deposit
- 5 You will be invoiced. This invoice will indicate your payment schedule. All payments must be made on time or the event may be cancelled
- 6 Read and understand the "Critical Event Planning Information" section

Important Booking Information: (please read carefully)

- Your budget quote has an expiration date. The quoted price will be honoured for 3 weeks from the date the quote is sent.
- Until you pay your deposit and have signed the Rental Agreement forms, your event is not secured. Payment may be made by credit card, over the phone or in person. Cheques are also accepted and may be dropped off or mailed.
- If another group selects the same date(s) as you, there will be 24 hours for you to finalize your booking and to pay your event in full, or you will lose the date to the other group.
- The non-refundable deposit in the amount specified on the quote is required 14 days from issuance of the Rental Agreement forms.
- The remaining balance is due 14 days prior to the booked event date. If an event is booked and confirmed in a period of less than 14 days from the event, then the entire amount is due upon booking.
- If payments are not received as described above, your event will be considered cancelled.
- If you choose to cancel your event within 10 days of the event date, 50% of the assessed fee will be non-refundable. If the event is cancelled within 5 days of the event date, 100% is non-refundable.
- Additional charges may be added to the quoted figure if additional equipment or time is required.

Please make payments to:

Government of Alberta
c/o Royal Alberta Museum
12845-102 Avenue Edmonton, AB T5N 0M6
Attention: June Companion
t: 780.453.9110 e: june.companion@gov.ab.ca

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Critical Event Planning Information:

Loading & unloading equipment:

- All equipment and materials must come through the Museum's main loading bay doors on the service road parallel to 102nd Avenue.
- Nothing comes through the front doors of the Museum.
- All loading and unloading requires that a Museum staff member be present.
- The organization renting the facility must have an authorized person on site at all times during loading, unloading, and throughout the event until the last attendee leaves.

Delayed start time:

- Program start time must be honoured.
- If there is a delay, the renter will cover any additional costs.
- If the delay time is significant and interferes with the next scheduled booking, then your event will be cancelled.

Security, health & safety:

- All fire code and security procedures must be followed.
- Any events that are not considered safe, or that pose a security risk will not be permitted.
- Your event must not interfere with visitors to the Royal Alberta Museum.
- We reserve the right to change the configuration of equipment, supplies and other materials to address a safety or security related issue.
- Any additional charges related to changes will be passed along to the client.
- No third party equipment will be allowed on-site without approval.
- The Royal Alberta Museum is a smoke-free environment.

Qualified personnel:

- Only qualified technical staff from the Museum will be permitted to operate Museum Theatre equipment.
- Third party qualified personnel may be approved by the Museum for special services (such as film crews, etc.).

Event clean up:

- No client items can be left in the Museum after the event ends.
- If any materials are left on the premises, additional charges will apply.

Food:

- The preferred caterer is the Royal Alberta Museum Café. There is no surcharge if this service is selected.
- Other caterers can be chosen from the Museum's list of approved caterers. Please note that this option involves a 10% surcharge.
- All clients using outside catering will be charged a \$50-\$100 non-refundable cleaning fee.
- Caterers should be advised to use loading bay doors for access to the Museum.
- All food brought to the facility must be prepared ahead of time.
- Absolutely no cooking on-site.
- All invoicing for catering is between the client and the caterer.

Alcohol:

- Serving of alcohol must be approved in advance.
- The company serving alcohol must have all of the necessary licenses, permits, and insurance.
- All servers must have ProServe Liquor Staff Training.
- The serving of home-made liquor is not permitted.
- Alcohol service must end 1 hour prior to the scheduled event end time.

- The company serving the alcohol, and/or Museum staff reserve the right to limit or stop the service of alcohol at any time. This will supersede the direction of the client.
- Alcohol can only be served in the location stipulated on the license.
- The facility strongly recommends that the client obtain insurance specifically to cover the serving of alcohol (Host Liquor Liability Insurance).
- The client agrees to take an active role in monitoring and controlling the alcohol consumption of their guests. This includes offering a taxi (or other options) for those who have over-consumed.

Marketing & related materials:

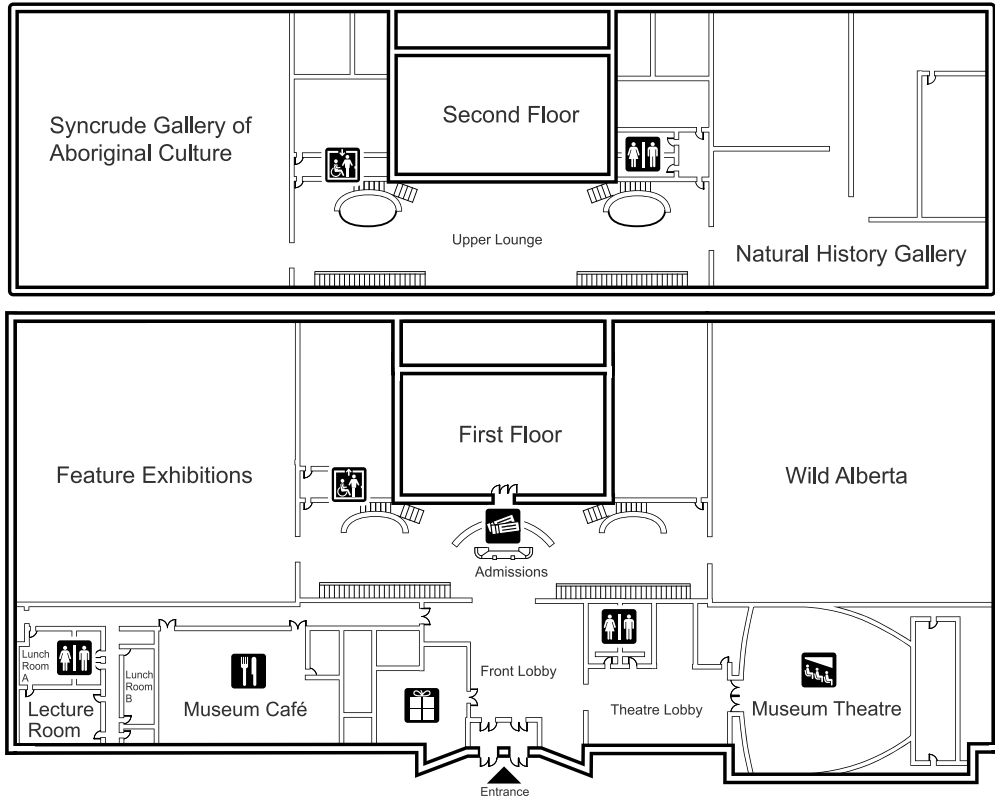
- All events are presented by the client. Royal Alberta Museum is the venue. Any indication of the Museum collaborating with the client's event must have prior approval.
- Any use of signs and banners inside or on the Museum grounds must be approved.
- Method of installation must be approved by the Museum.
- All on-site promotion of the client's event must be approved.
- Use of the Museum's logo and any other propriety material requires the approval of *Deborah Andrews, deborah.andrews@gov.ab.ca, Head of Community Relations, Royal Alberta Museum.*

Parking:

- Parking is available in the Museum's public parking lot at no charge.
- Parking in this lot is on a first-come, first-served basis, and as such, no guarantee can be made that parking will be available for all guests.
- Parking is not permitted in fire lanes or service roads.

Facility Rentals at the Royal Alberta Museum

Royal Alberta Museum Floor Plan and Grounds Map



north
Interior



north
Exterior

Facility Rentals at the Royal Alberta Museum

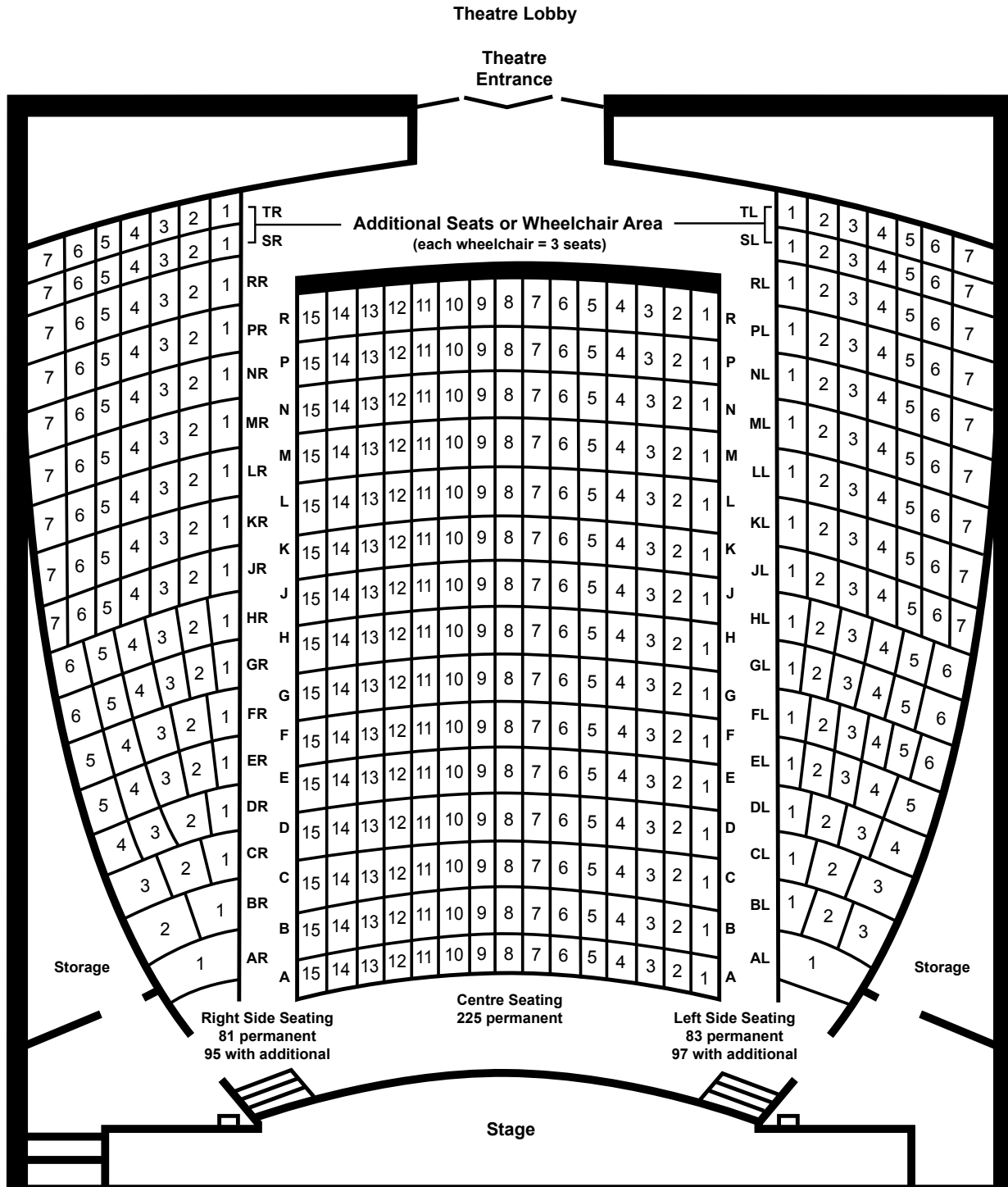
Theatre Seating Plan

389 Permanent Seats

28 Additional Seats (Rows TR, SR, TL, SL)

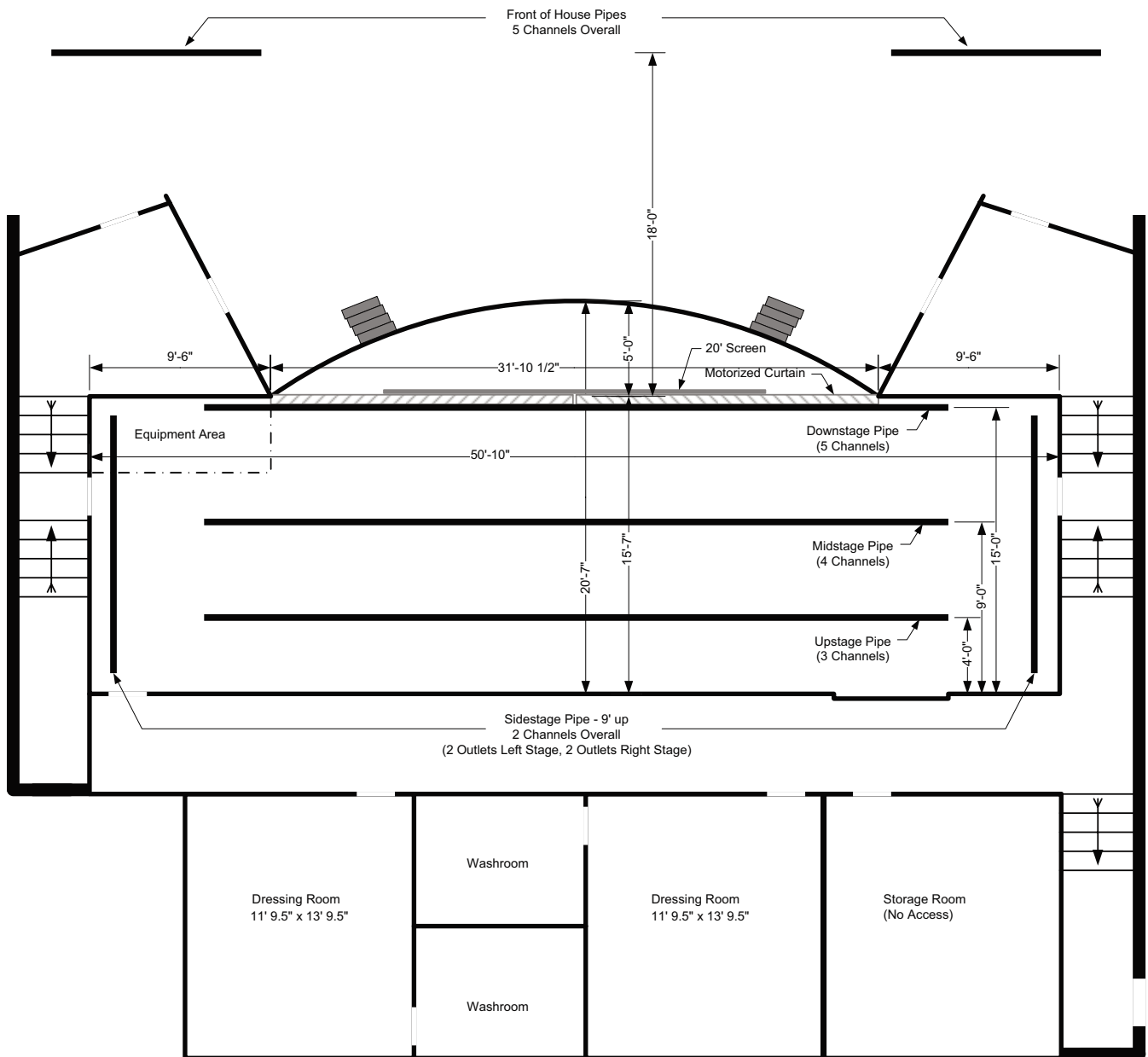
Total: 417 Seats

Theatre Lobby Capacity: 250 (standing)



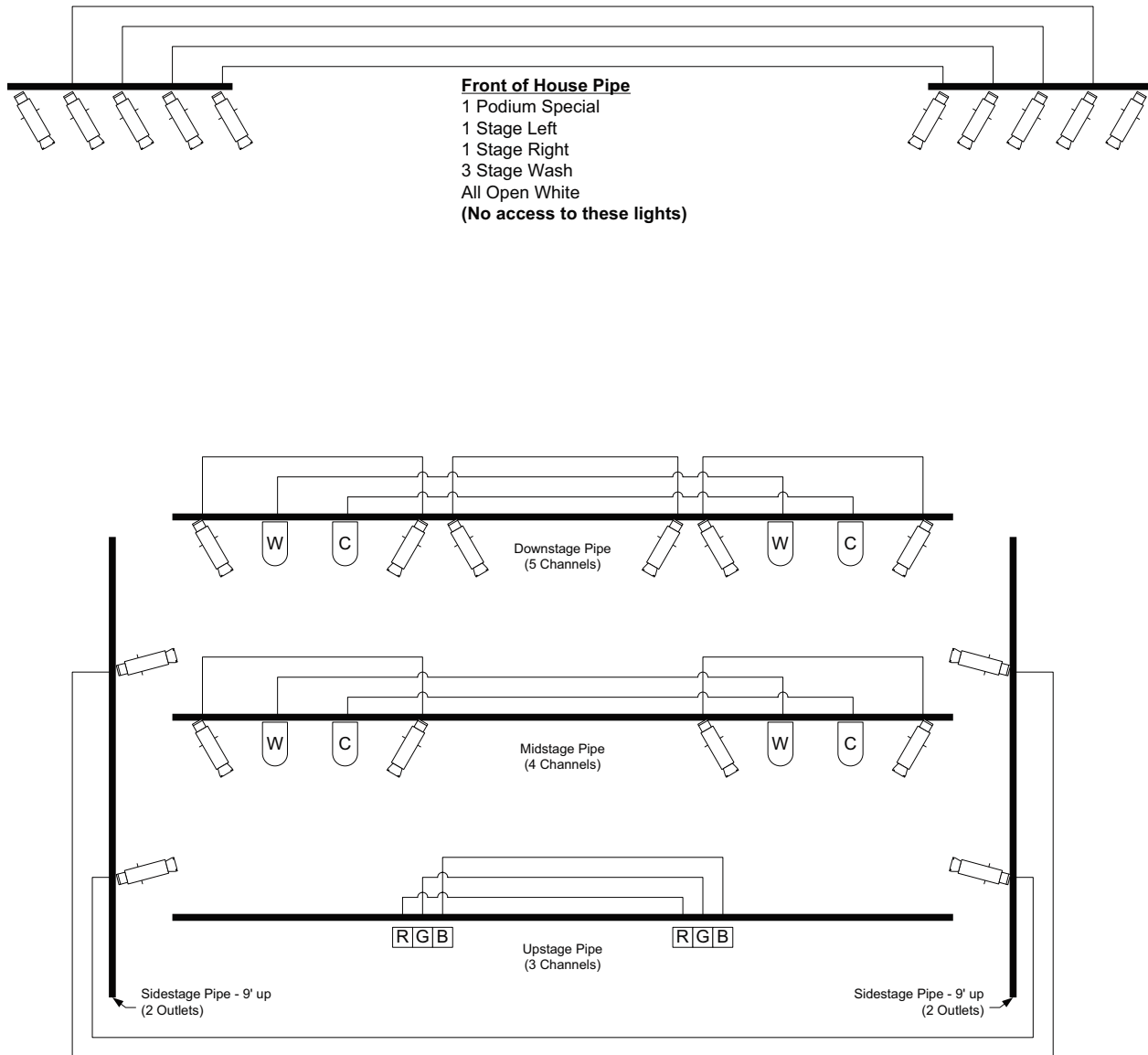
Facility Rentals at the Royal Alberta Museum

Royal Alberta Museum Theatre Stage Floor Plan and Lighting Detail



Facility Rentals at the Royal Alberta Museum

Royal Alberta Museum Theatre Lighting Detail



Facility Rentals at the Royal Alberta Museum

Royal Alberta Museum Facility Rental Rates & Fees

Duration	Resources Included	Notes	Cost (not including GST)
Base: 4 hour minimum	A professional and qualified technician, 389 seat theatre, theatre lobby, base lighting, base sound system, podium, microphones for podium, projector, screen, PowerPoint presentation setup.	The "show" portion of the event is limited to 2.5 hours, as there is an allotment for a minimum 60 minute setup and 30 minute tear down for each event.	\$750
each additional hour	Same resources as indicated above.	Any part of an hour beyond the first 15 minutes will be charged.	\$150/hr
Full day: over 6 hours	Same resources as indicated above.		\$1,100
Overtime: more than 8 hours	Same resources as indicated above.	Any portion of an hour over 8 hours will be charged as overtime.	\$250/hr

Other Fees	Description	Notes	Cost (not including GST)
Second Technician	A second technician will be required for any event that requires a more complex setup.	4 hour minimum may apply for manpower charges.	\$60/hr
Facility Assistant	Required for all events over 30 people in attendance.	3 hour minimum may apply for manpower charges.	\$35/hr
Security	Security is required for all events before 9am or after 5pm; for all events where alcohol is served; for any events during the day that may require it.	3 hour minimum may apply for manpower charges.	\$35/hr
Overtime: more than 8 hours	Any portion of an hour over 8 hours will be charged as overtime at 1.5.		

To make a booking or inquire about discounts, please contact:

Sam Borgal, Facility Rentals Coordinator
 e: samantha.borgal@gov.ab.ca
 t: 780.453.9156

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EVACUATION Routes and Muster Point

