



County of Simcoe
 Simcoe County Museum
 1151 Highway 26,
 Minesing, Ontario L9X 0Z7

Main Line (705) 728-3721
 Toll Free (866) 893-9300
 Fax (705) 728-9130
 simcoe.ca



SIMCOE COUNTY MUSEUM BOOKING REQUEST FORM

It is the responsibility of the Contact Person to complete this form and return it to the above address two weeks prior to the scheduled function.

CONTACT INFORMATION

Organization Name: _____

Contact Person: _____

Address: _____

City: _____ Province: _____ Postal Code: _____

E-Mail: _____ Telephone: _____ Fax: _____

RESERVATION INFORMATION

Name of Meeting: _____

Date of Meeting: _____ Anticipated Attendance: _____

Arrival Time (for Set-Up): _____ Start Time: _____ End Time: _____ Departure Time: _____

- Meeting Room A & B (47' x 33') - \$300.00 + HST
- Meeting Room A (20' x 33') - \$125.00 + HST
- Meeting Room B (27' x 37') - \$225.00 + HST

Please note the equipment is included in the room rental cost.
 The cost of the room is per day regardless if your meeting is for half day or an evening meeting.

Please Select Meeting Room and Set-Up Using the Set-Up Diagram

Meeting Room Set-Up Requested: _____ # of Seats Required: _____

Please Indicate Equipment Required
(Meeting Rooms are wireless enabled).

- | | | |
|---|---|---|
| <input type="checkbox"/> Coffee Urn (100 Cup) | <input type="checkbox"/> Lectern | <input type="checkbox"/> Quilt Racks @\$1.50 |
| <input type="checkbox"/> Coffee Urn (42 Cup) | <input type="checkbox"/> Wireless Microphone | <input type="checkbox"/> Table Cloths @ \$5.00 each |
| <input type="checkbox"/> Water Urn (42 Cup) | <input type="checkbox"/> Projection Screen | <input type="checkbox"/> BBQ @ \$50.00 |
| <input type="checkbox"/> Insulated Carafe | <input type="checkbox"/> Projector | <input type="checkbox"/> TV/DVD Unit |
| <input type="checkbox"/> Kettle | <input type="checkbox"/> Extension Cords | <input type="checkbox"/> TV/VCR Unit |
| <input type="checkbox"/> Microwave | <input type="checkbox"/> Flip Chart/White Board | |
| <input type="checkbox"/> Refrigerator | <input type="checkbox"/> Conference Telephone | |
| <input type="checkbox"/> Oven | <input type="checkbox"/> Assistive Hearing Headphones | |



Catered: (Please Select) YES NO Pot Luck: (Please Select) YES NO

**Please be advised that NO PEANUTS/NUT PRODUCTS ARE ALLOWED ON THE PREMISES.*

**Please note that you are required to provide your own Plates, Utensils, Cups, etc.*

**Please advise those attending the meeting to leave the front row parking for Museum visitors and our more senior guests.*

AGREEMENT

It is the responsibility of the Contact Person to call two days prior to the scheduled function to confirm this meeting room request. If a cancellation notification is not received with a 24 hour timeframe, a \$50 charge will apply.

Please read and sign below.

1. I agree to abide to the attached Simcoe County Museum Meeting Room Rental Policy.
2. I understand that I am required to **notify the Simcoe County Museum of room cancellations 24 hours** prior to the meeting. *If I fail to cancel, 50% of rental fee charge will apply – no charge for inclement weather.*
3. If I surpass the departure time of 5:00 pm, *a \$50 charge will apply.*
4. I understand that no food or drink is allowed in the galleries or inside the outdoor buildings at any time.
5. I understand that **ABSOLUTELY NO PEANUTS OR NUT PRODUCTS ARE PERMITTED ON THE PREMISES!**
6. I understand that lit candles, living plants or fresh flower arrangements are not allowed in the Museum.
7. I understand that there is no smoking allowed inside the Museum complex.
8. I understand that Parking is Free. *(Please leave the front row open to allow for our more senior visitors to park.)*
9. I understand that the use of outside entertainment or services (such as musicians and caterers) must be pre-approved by the Museum.
10. I agree to accept responsibility for any damage caused to the building or its equipment, other than normal wear, resulting from this meeting.
11. Absolutely nothing is to be adhered to the sound baffles in the Meeting Rooms.
12. The use of glue, tape, pins, staples, nails or similar items for hanging decorations, etc. is strictly forbidden on Museum property.
13. I am responsible for leaving the Meeting Room, Served and Kitchenette areas in the same condition as upon arrival – this includes disposing of garbage and recyclables in the appropriate containers provided.
14. I agree to notify those attending the meeting to use the front entrance of the Simcoe County Museum.
15. I understand that meeting materials may be delivered at the Group Entrance.
16. I understand that admission of meeting attendees to the Simcoe County Museum galleries and grounds will require an additional per person admission for internal meetings.
17. I agree to advise staff at the Front Desk (at the end of the meeting) as to how many people were in attendance by filling out the Meeting Room Survey.

Signature of Contact Person: _____

Date: _____

Museum Use Only

Date Booking Request Received: _____ Entered into E-Calendar (Check) : _____

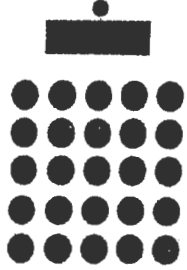
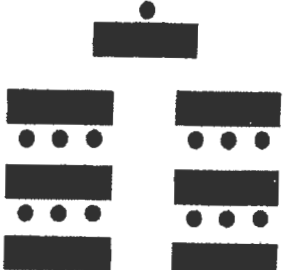
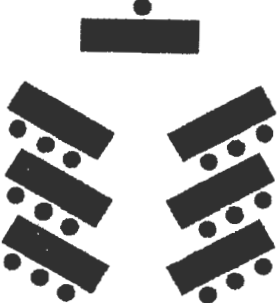
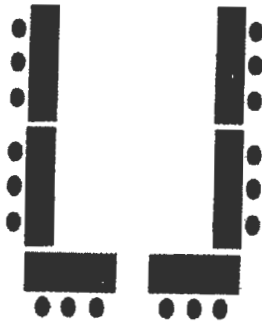
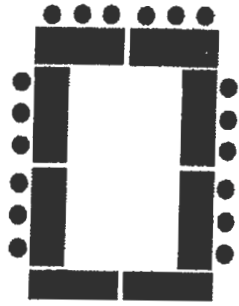
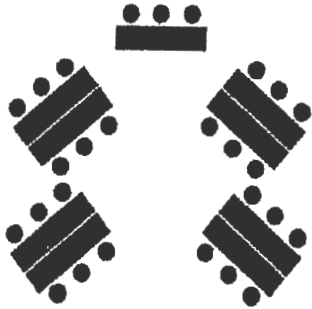
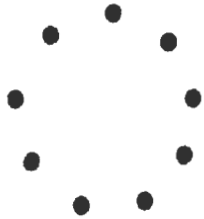
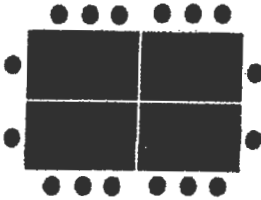
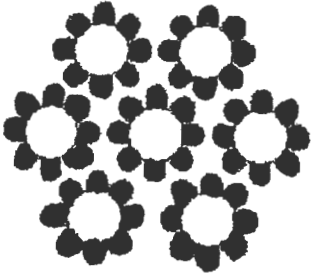
Booking Request Complete (Initial): _____ Set-Up Discussed with Maintenance (Check and Initial): _____

General Comments: _____

Personal information on this form is collected under the authority of Section 11 of the *Municipal Act, 2001*, as amended, and will be used for solely for the purpose of Meeting Room Booking Requests and payment. Questions about this collection should be directed to the Simcoe County Museum at 705.728.3721.

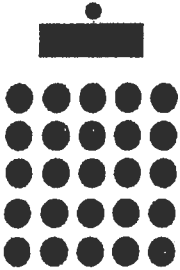
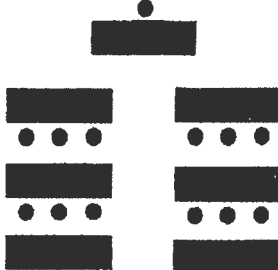
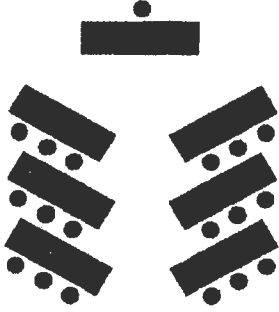
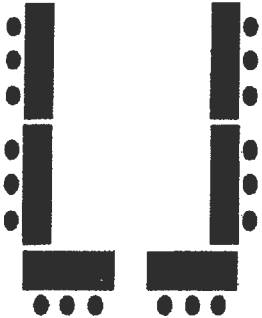
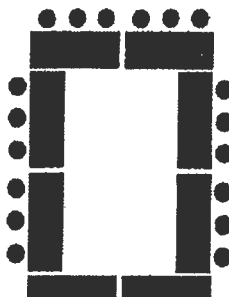
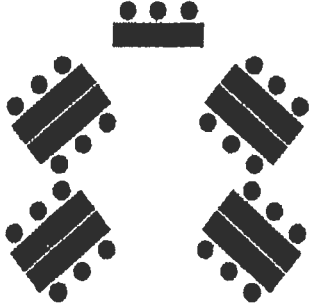
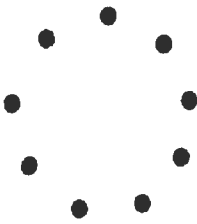
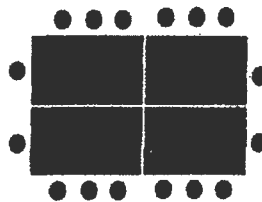
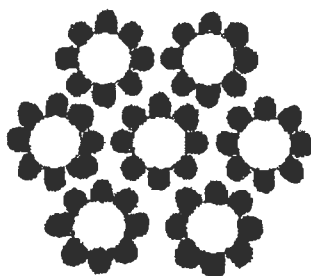
MEETING ROOM A + B SET-UP

(Please specify under Reservation Information)

<p>Maximum 120 people</p>  <p>THEATER THEATER</p>	<p>Maximum 70 people</p>  <p>CLASSROOM CLASSROOM</p>	<p>Maximum 70 people</p>  <p>HERRINGBONE</p>
<p>Maximum 45 people</p>  <p>U-SHAPED</p>	<p>Maximum 50 people</p>  <p>CLOSED BOARD CLOSED BOARD</p>	<p>Maximum 60 people</p>  <p>DOUBLE HERRINGBONE</p>
<p>Maximum 50 people</p>  <p>CIRCLE OF CHAIRS</p>	<p>Maximum 50 people</p>  <p>STANDING BOARD STANDARD BOARD</p>	<p>Maximum 13 tables</p>  <p>BANQUET</p>

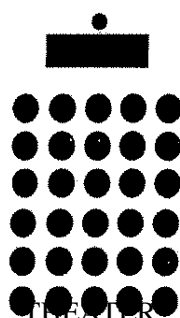
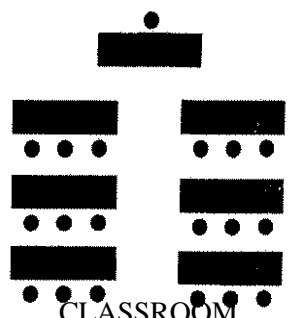

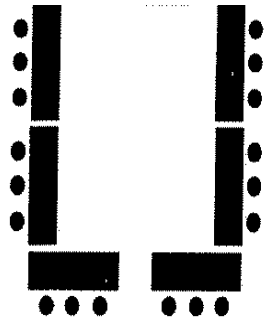
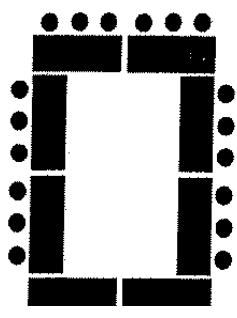
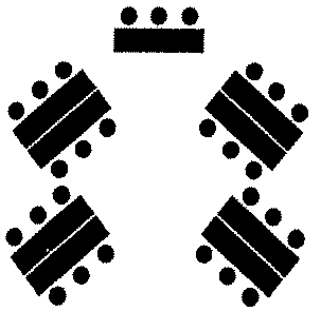
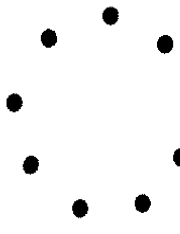
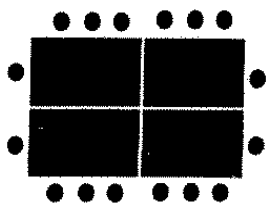
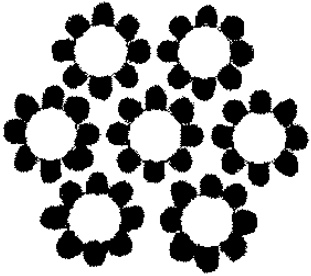
MEETING ROOM A SET-UP

(Please specify under Reservation Information)

<p>Maximum 30 people</p>  <p>THEATER THEATER</p>	<p>Maximum 30 people</p>  <p>CLASSROOM CLASSROOM</p>	<p>Maximum 20 people</p>  <p>HERRINGBONE</p>
<p>Maximum 30 people</p>  <p>U-SHAPED</p>	<p>Maximum 30 people</p>  <p>CLOSED BOARD CLOSED BOARD</p>	<p>Maximum 30 people</p>  <p>DOUBLE HERRINGBONE</p>
<p>Maximum 20 people</p>  <p>CIRCLE OF CHAIRS</p>	<p>Maximum 30 people</p>  <p>STANDING BOARD STANDARD BOARD</p>	<p>Maximum 4 tables = 32</p>  <p>BANQUET</p>

MEETING ROOM B SET-UP

(Please specify under Reservation Information)

<p>Maximum 60 people</p>  <p>THEATER THEATER</p>	<p>Maximum 50 people</p>  <p>CLASSROOM CLASSROOM</p>	<p>Maximum 50 people</p>  <p>HERRINGBONE</p>
<p>Maximum 35 people</p>  <p>U-SHAPED</p>	<p>Maximum 40 people</p>  <p>CLOSED BOARD CLOSED BOARD</p>	<p>Maximum 35 people</p>  <p>DOUBLE HERRINGBONE</p>
<p>Maximum 30 people</p>  <p>CIRCLE OF CHAIRS</p>	<p>Maximum 35 people</p>  <p>STANDING BOARD STANDARD BOARD</p>	<p>Maximum 6 tables = 48</p>  <p>BANQUET</p>