

## Facility Rental Frequently Asked Questions

- **How do I reserve a date?**

Please complete and return the facility rental request form in order to be considered for a private rental. Upon receipt, we will check the availability of your desired dates and get back to you.

- **What is the rental fee for the Bruce Museum?**

- Lecture Gallery and Foyer:
  - \$750 for non-profits
  - \$1,500 for individuals and corporations
- All galleries:
  - \$1,500 for non-profits
  - \$3,000 for individuals and corporations
- Conference Room: \$250 for 2 hours
- Education Workshop: \$350 for 2 hours

- **What does this rental fee include?**

Included in all rentals are any equipment (AV, tables, chairs) we have on premise, maintenance and security.

- **Are renters required to provide a Certificate of Liability Insurance to rent the property?**

All renters must provide a Certificate of Liability Insurance for comprehensive general liability of \$1M property damage before the event.

- **Are there any fees in addition to the basic rental fee?**

Additional charges will be applied for any event that requires repair of Museum property, extraordinary cleaning charges as a result of the event (i.e. soiled carpeting), or for events that exceed the agreed upon time limit (\$150 per hour).

- **What is your policy on serving alcohol at private events?**

Serving alcohol is permitted at adult receptions with the exception of red wine.

- **Is the renter responsible for the post event cleanup?**

Post event cleanup should be completed within 30 minutes of the event end time. The space should be left as it was found.

- **Do you provide tours?**

Tours may be arranged at an additional fee of \$100 per exhibition tour.

- **Are food and drinks allowed in the Museum?**

Food and drinks are allowed in the Lecture Gallery and Foyer only.



- **Do you provide in house catering?**  
We do not have in house catering, but can provide a list of Preferred Vendors upon request.
- **Can we use a non-preferred caterer?**  
If you decide to use a caterer that is not part of our preferred vendor list, they must provide a Certificate of Insurance for \$1M commercial general liability and \$1M liquor liability and workmen's compensation.
- **Does the Bruce have tables, chairs, linens, etc. available to the renter?**  
The Bruce will provide the renter with all tables and chairs we have on premise. We do not provide linens or dinnerware.
- **What time can we set up for a private rental?**  
Set up time may begin no earlier than 5PM as the Museum is open to the public. Occasionally, the Museum can accommodate rentals during opening hours at the discretion of the Executive Director.
- **Can rental items be delivered in advance of the event?**  
All event deliveries must be made only on the day of the event to the Museum's loading dock. The Museum is not responsible for items delivered.
- **Can we use candles?**  
The use of candles of any type, open flames, sternos and burners are not permitted.
- **Are we allowed to decorate?**  
No items or decorations may be affixed to the walls or floors at any time. Free standing decorations are allowed.
- **Are we allowed to use balloons?**  
Balloons are not permitted in the building or on the grounds.
- **How do I confirm my booking?**  
Booking is confirmed once a deposit and signed contract is received by our office.
- **What is your cancellation policy?**  
The 50% deposit will be returned if cancellation notification is given 4 weeks or more before the scheduled event. The renter will be responsible for 50% of the balance due if notified less than 4 weeks prior to the event date. 100% of the balance is due if notified 2 weeks or less.