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| If your organization, community group or business is looking to plan a meeting or event at the Guelph Civic Museum, please fill out the form below and submit to [museum.bookings@guelph.ca](mailto:museum.bookings@guelph.ca) so we can help accommodate your request. | | | |
| Contact Name: | | Name of organization (if applicable): | |
| Is the organization a registered not for profit? Yes  or No | | | |
| Address: | E-mail: | | Phone Number: |
| City: | Province: | | Postal Code: |
| Type of event (Meeting, reception, workshop etc.): | | | |
| Number of participants expected: | | | |
| Room requested: Programming Room  Meeting Room  Patio  Glass Box  Full Museum  McCrae Coach House  McCrae Backyard | | | |
| Date(s) requested: | | | |
| Set up time: | | Guest arrival time: | |
| End time (including take down): | | Guest departure time: | |
| Do you wish to bring food and drink? Yes  No | | | |
| Do you wish to serve alcohol at this event? Yes  No   * If yes, please choose one of the following: Host Bar (bill to be sent following event)  Cash Bar | | | |
| Do you wish a quote for liability insurance from the City of Guelph’s provider or do you plan on providing a certificate of insurance from your own provider for the rental? City of Guelph provider  Own provider | | | |
| Do you need tables and chairs? Yes  No | | | |
| Do you need to use the museum’s projector and screen? Yes  No | | | |
| Do you need to use the museum’s microphone, podium, and speaker? Yes  No | | | |
| Please provide any other requirements/ details for your event: | | | |