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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 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 [ ]
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| 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: |