



## FACILITY RENTALS INFORMATION

Effective as of January 1, 2015

The Workers Arts and Heritage Centre is a non-profit, charitable organization with a mandate to preserve, honour and promote the culture and history of working people in Canada. We are a community museum and arts centre, and the stewards of the historic Custom House. By renting our space, you are helping to support WAHC and the continuing preservation of our heritage property. We appreciate your business.

The following are the rental rates for our Main Gallery, small meeting room, multi-purpose room and back yard. Full descriptions of the rooms, capacity and floor plans can be found online at [wahc-museum.ca/rentals](http://wahc-museum.ca/rentals). These rates are in effect as of January 1, 2015.

| <b>RENTAL FEES</b><br><i>applies to Main Gallery, small meeting room, multi-purpose room and backyard</i> | <b>REGULAR</b>  | <b>NON-PROFIT*</b>  |
|---|---|---|
| Monday to Thursday and Friday up to 4 pm  | \$90/hour   | \$70/hour   |
| Friday after 4 pm to Sunday midnight  | \$110/hour  | \$85/hour   |
| Entire Building**   | Add 20% to above rates<br>(\$90=\$108/hr)<br>(\$110=\$132/hr) | Add 20% to above rates<br>(\$70=\$84/hr)<br>(\$85=\$102/hr) |

\* The Non-Profit category applies to organizations/groups that conform to the Not-For-Profit Corporations Act either through their mandate, their practice or incorporation. This does not apply to wedding parties, reunions or other social events of a private nature.

\*\* When programming and access to the building are restricted by an event, this is considered a rental of the entire building, as is usually the case with weddings, reunions and other social events of a private nature.

## CATERING PACKAGES

WAHC can arrange for simple catering for meetings or other casual gatherings. WAHC supports the YWCA *At The Table* catering program. All catering orders must be confirmed 3 days prior to event and is for a minimum of 10 people.

|  |               |
|--|---------------|
| Continental Breakfast/Snacks<br>(Assortment of pastries and fruit) | \$7.00/person |
| Lunch<br>(Assortment of sandwiches)                                | \$8.50/person |

|  |                |
|--|----------------|
| Dessert (assortment of cookies and/or muffins) | \$2/person     |
| Coffee/Tea                                     | \$20/serves 10 |
| Juice/Pop                                      | \$15/serves 10 |
| Set-Up Fee                                     | \$12 flat fee  |

#### **ADDITIONAL CHARGES**

|   |                              |
|---|------------------------------|
| Storage Fee<br>Prior to and after event. Note that any deliveries/pick up of supplies must take place on the business day immediately preceding and following the event (additional charges may apply otherwise). | \$100                        |
| Incomplete Clean-Up   | \$150                        |
| Photocopies   | B+W 10 cents/Colour 50 cents |
| Exceeding End Time  | \$25 per 15 minutes          |
| Damage to Building and/or Contents  | As incurred                  |
| Alcohol Served<br>The renter is responsible for acquiring a permit from the LCBO 30 days prior to the event. The permit must be shown to WAHC prior to the event.   | \$50 flat fee                |
| Digital Projector, DVD Player and Screen<br>Renters are permitted to bring their own projector/screen/DVD player.   | \$50                         |
| Screen  | \$25                         |
| Flipchart, Markers and Tape   | \$25                         |
| Podium  | \$25                         |
| Wireless Internet   | \$25                         |
| Basic PA System   | \$150                        |

**Looking for more information? Questions? Please feel free to contact Brian Kelly, Facilities Coordinator, at 905-522-3003 x 26 or by email at [rentals@wahc-museum.ca](mailto:rentals@wahc-museum.ca) to discuss your event.**