



NANAIMO MUSEUM

100 Museum Way, Nanaimo, BC, V9R 5J8
TELEPHONE 250 753.1821
info@nanaimomuseum.ca www.nanaimomuseum.ca

Capacity

Program room (max. 60)
Lobby (max. 100)
Lobby & Gallery (max. 300) _____

Rental Rates are assessed on a case by case basis. To arrange your rental or inquire about rental fees please contact Arvon Brunt at 250-753-1821 or email: arvon@nanaimomuseum.ca

Please Note:

- GST will be applied to the rental rate
- Fees charged cover the rental of the facility only. The museum does NOT provide wait staff, bussing or any other type of clean up service for events. It is the responsibility of the renter and/or the caterer to ensure that all dirty dishes, glasses, cutlery, serving plates, etc. are removed from the building after the event, run through the dishwasher in the museum kitchen or placed in airtight containers for pickup by the rental company. All leftover food must be removed from the building right after the event, placed in the provided garbage containers, or wrapped and refrigerated.
- The museum kitchen must be left clean & tidy with no dirty dishes or food left out on counters or tabletops.
- Rented linens must be placed in the bags they came in, ready for return to the supply company.
- All garbage in the rented room(s) is to be placed in the appropriate containers as per the 'green' sorting regulations.
- Renter is responsible for removal of any decorations – nails, tacks and any form of adhesive that may damage wall surfaces may not be used to hang decorations. A fee will be charged for any damages incurred.
- The museum reserves the right to charge maintenance fee if the above conditions are not met.
- The Nanaimo Museum is a licensed facility and is responsible for the staffing and running of any bar service at events held at the museum unless otherwise agreed in the above information.
- The museum building must be vacated by 12 midnight.
- Rates subject to change without notice
- GST applies to all rates
- The Nanaimo Museum is a smoke free facility

Unless otherwise agreed above:

- The museum does not supply plates, glasses, cutlery, serving utensils or any other items required to serve a meal unless specified in the above information – this is the responsibility of the renter and/or caterer.
- The renter is responsible for the booking of a caterer, if required. The museum has a list of preferred caterers for your consultation.
- For catered events, coffee and tea service is the responsibility of the caterer. All supplies required for this service are to be provided by the caterer or the renter.