

## Alberta Aviation Museum Gallery Rentals FAQ

### What type of rentals for the museum gallery are available and what are the fees?

Rental	Capacity	Duration	Fee*
Museum-Operating hours	60-80	8am-5pm	\$1100.00/day
Museum-After hours	60-80	5pm-2am	\$1100.00/day
Museum (half day)	60-80	4 hours (operating hours)	\$550/half day
Museum (closed to public for private function)	60-80	7am-2am (max)	\$2,000.00
Tables (2.5' x 8')	60	n/a	\$5.00
Tables (2.5' x 5')	40	n/a	\$5.00
Chairs	400	n/a	\$1.00

\*All fees are subject to an annual increase.

Duration of rental time is subject to flexibility in hours due to changes in operating hours and the needs of the renter.

An additional charge of \$700.00 per day will be applied for any events that require set-up/tear down outside of their event date(s). E.g. Friday night set-up for Saturday booking, or Sunday morning tear down from Saturday booking.

For all rentals, payment in full is required at least two weeks in advance. Payment is accepted by cash, debit, credit card or cheque. Invoices can be issued, if required.

#### Do rentals need insurance?

All rentals in the museum must have liability insurance, this includes half day rentals. This is the responsibility of the renter to obtain and provide a copy for our records.

#### Is a damage deposit required?

Yes, all rentals are required to pay a damage deposit at least 30 days in advance to hold the booking and to cover any damage that may occur while the space is being rented. If the event is cancelled, damage deposits are 100% refundable up to 30 days prior to the event without any cancellation fees.

The damage deposit for regular events \$1,750.00.

The damage deposit for events that serve alcohol is \$3,000.00.

Damage deposit cheques are cashed to ensure that the funds are available. A cheque will be reissued after the event if rental space is left in good condition. Damage deposits can also be paid by credit card.

### **What is the cancellation policy?**

The cancellation policy applies to any renter who fails to provide at least 30 days notice of the cancellation of their event and will be charged a \$250 cancellation fee which will be taken from their damage deposit. Any cancellations made with less than 14 days of notice will forfeit their damage deposit in full.

### **Do you have special rates for charities or non-profit organizations?**

Yes, we provide a 10% discount for fellow charity and non-profit organizers. Documentation of charity or non-profit status must be provided if requested.

### **How late do renters have use of the rental space?**

For the museum renters can have the space during our operating hours or if they are having an after-hours event then shut down time is 1:00 am, as per the City of Edmonton Noise Bylaw. Patrons have until 2:00 am to vacate the premises.

### **Is alcohol permitted?**

Only for private or after-hours events.

Alcohol in the Museum must be contained to a designated area and cannot be carried by patrons as they browse the exhibits.

Please keep in mind that any events that serve alcohol require a liquor license. We require a copy of the liquor licence for our records. The damage deposit for events that serve alcohol is \$3,000.00.

- Small gatherings – obtain liquor licence from a local liquor store.
- Public events that sell alcohol or tickets – obtain liquor licence from AGLC.
- Please confirm with the AGLC prior to your event.

### **Does the museum provide table and chair rentals?**

Yes, we have 60 wooden tables (size 2.5' x 8') and 400 folding chairs. The fees are \$5.00 per table and \$1.00 per chair.

### **What does the museum not provide?**

We do not provide sound systems, microphones, audio visual, projectors or generators.

### **Does the museum provide catering, decorating, set-up service or assistance?**

No, we do not provide catering, decorating or set-up services. If table and chair rentals are requested, we will provide access to them, but we do not set-up. The renter is responsible for stacking the chairs and tables after the event. The renter is also responsible for coordinating the pickup of any items that are rented from an external company.

**Can decorations be hung from the ceiling?**

No decorations can be hung from the rafters in the museum gallery.

**Who does the clean-up?**

The renter is responsible for all cleaning associated with their event in the museum. The gallery must be left in the same (or better!) condition than it was found. This includes sweeping, mopping if needed, tape/sticky tack removed from the floor and walls, garbage and recyclables removed, etc.

**What is not allowed in the building?**

Smoking, fire or flame of any kind. This includes heating pots (such as sternos or gel fuel cans), candles and smudging. Confetti is also not allowed.

For more information about bookings and rentals, please call 780-451-1175 or [info@albertaaviationmuseum.com](mailto:info@albertaaviationmuseum.com).

**What additional services are provided?**

We have 2 power carts that can provide 8 additional plug-ins each for events that require additional power.

There is free WIFI provided to our customers.

There is an ATM on site.