

MacLaren Art Centre Facility Rentals Package



In choosing the award-winning MacLaren Art Centre building as the venue for your event, you begin with the perfect canvas. With its high ceilings, natural light and beautiful windows, the impressive Carnegie Room provides the perfect backdrop for **wedding ceremonies, corporate receptions** and **holiday parties**. With access to our private courtyard and the Gallery Café, the MacLaren's attractive main floor is ideal for **cocktail parties, showers, and smaller receptions**. Our Rotary Education Centre provides a convenient location for **business meetings, lectures** and **film screenings**. You can also book a **children's birthday** or **adult art party** and spend an engaging afternoon at the MacLaren, enjoying a hands-on workshop in our fully equipped studio space.

Along with your booking we are pleased to offer professional and courteous service throughout the process. With over a decade of event management experience, our staff works closely with you to ensure all of the details meet your expectations.

In booking with the MacLaren, you not only get a gorgeous venue, but we offer many other services that can amplify your experience with us, some of which are already included in the price of booking the venue. Please take your time to read through this information and let us know how we can do more for you.

We look forward to being a part of your special day.

Sincerely,

The Event Services Team
at the MacLaren Art Centre

The Venue

The Space	Ideal for	Capacity	Set up	Price
Carnegie Room: Includes Massie Family Courtyard, Harris Hall and the Gallery Café*	Weddings, corporate events and large receptions	150 guests seated; 200 cocktail style	The Carnegie Room is available for set up from 10 am the day of the event, set up outside Carnegie Room begins after the building is closed to the public**	\$2000 Friday and Saturday; \$1050 Sunday through Thursday
Main Level: Includes Harris Hall, Rotary Education Centre, Massie Family Courtyard and Gallery Café*	Cocktail parties, receptions, showers, book launches, etc.	Up to 150 guests cocktail style; number of seated guests depends on configuration	The Main Level is only available for set up once the MacLaren is closed to the public**	\$575
Harris Hall: Includes Massie Family Courtyard and Gallery Café	Cocktail parties, receptions, showers, book launches, etc.	Up to 100 guests cocktail style	Harris Hall is only available for set up once the MacLaren is closed to the public**	\$375
Rotary Education Centre	Meetings, film screenings, classes, etc.	Up to 70 stadium style seating; 40 seated	Set up for Education Centre rentals is negotiated on a by-event basis, depending on the schedule of internal programmes and activities. When booking, please let us know how long you need for set up and tear down.	\$200 for less than four hours; \$400 for four hours or more (including set up time)

*Use of the courtyard is weather dependent

** The MacLaren Art Centre closes at 5 pm on Monday, Tuesday, Thursday and Friday, 7 pm on Wednesdays and 4 pm on Saturday and Sunday



Coordination

Our Event Services team will provide the clients with a tour of the venue and handle the booking of the event. We are always available to answer your questions. Just ahead of the date, we meet with the client to go over the details. On the day of the event, a staff member will be on site to manage receiving rentals and assist the client and vendors with any questions regarding set up.

Food and Beverage

The MacLaren Art Centre is a fully licensed establishment. We have an experienced team of bartenders that ensure the evening goes smoothly. Standard bar staff are included in the price of the rental, and you decide how you want the bar to be run—cash, open, tickets, toonie. Plus, we carry a nice selection of beers, wines and liquors to suit a variety of tastes.

The Gallery Café also offers a delightful assortment of breakfast, lunch and appetizer options for facility rental clients looking for catering. Catering options are also available for pick up. For catering options not available through the Gallery Café, the client is able to bring in outside catering (such as seated dinners or kosher meals). However, if a client chooses to bring in outside catering that could have been provided by the Gallery Café, a \$150 landmark fee will apply.

Timing

The MacLaren Art Centre is pleased to accommodate events once we are closed to the public (after 5 pm on Monday, Tuesday, Thursday and Friday, 7 pm on Wednesdays and 4 pm on Saturday and Sunday). The Carnegie Room available is for set up from 10 am the day of the event, set up outside the Carnegie Room must begin after the building is closed to the public. No art in the Carnegie Room can be blocked from view during Gallery hours. The bar closes at 1 am, unless an earlier time is requested.

What's included:

- Set up and tear down of chairs and tables, including: 150 black chivari chairs; 16 60-inch round tables; up to three rectangle tables measuring 5ft x 2.5ft; and up to 10 rectangle tables measuring 6ft by 2.5ft
- Completely wheelchair accessible facility
- Use of loading dock and large elevator for ease of loading and unloading
- Unisex washrooms located on every floor

Please refer to the Facility Rental Contract for a complete list of MacLaren's policies, specifically those related to food and beverage service and set up and décor.



Additional Services Available

In addition to our beautiful facility, we invite you to enjoy all of the services MaClaren has to offer.

Corporate Gifts

Allow our Gallery Shop Manager to take you on a private tour of the Gallery Shop. This inspired retail space hosts over 100 Canadian artisans, most of which are local. Many options, including the MaClaren's own Spirit Catcher branded merchandise, can be arranged for large gift giving opportunities.

Framing Services

Conclude your special day with beautifully-framed photographs. Using quality materials and museum standard service, MaClaren Framing Services offers professional and efficient service for all customers.

Art Rental and Sales Programme

The MaClaren Art Centre Art Rental and Sales Programme offers limited edition prints, drawings and photographs by local, regional and national artists in a wide range of styles to suit any space and budget.

Art Tours

Take advantage of the Gallery and arrange to have your guests tour the MaClaren's Gallery spaces. Tours are based on the availability of tour guides and will cost a minimum of \$30/hour. Please note absolutely no food or drinks are allowed in any of the galleries.



Recommended Vendors

Catering

We provide a room for caterers to use, however this room is not a full-service kitchen and we do not provide any kind of equipment. The caterers below have worked here many times and are familiar with the space and its restrictions. Please ensure any vendors who have not worked with us before come in for a tour to view the venue and understand what is expected of them. Please note: A \$150 Landmark fee will apply to daytime events that bring in outside catering that could have been provided by the MacLaren's Gallery Café.

Craving's Fine Food Market & Catering
705 734 2272

Michael & Marion's
705 721 1188

Wildwood Hospitality Solutions
705 727 3772

Casal Catering
705 735 2727

Florals and Event Design

Art in Bloem
705 309 1950, artinbloem.ca

Rentals and Décor

Elite Party Rentals and Décor
705 722 6030, elitepartyrentals.ca

Photography

Nat Caron Photography
705 797 0703, natcaronphotography.com

Jennifer Klementti Photography
705 719 9769, jenniferklementti.com

Rowell Photography
705 321 1102, e.r@rowellphoto.com

DJ

Keep Them Dancing Disc Jockey Services
705 722 6469, keepthemdancing.com