

MacLaren Art Centre Facility Rentals Package



In choosing the award-winning MacLaren Art Centre 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 garden courtyard and the Gallery Café, the MacLaren’s attractive main floor is ideal for **cocktail parties, showers, ceremonies** and **smaller receptions**. Our Rotary Education Centre provides an ideal location for **business meetings** and **presentations**. 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, courteous service throughout the process. With over a decade of event management experience, our staff works closely with you to ensure your expectations are met.

In booking with the MacLaren, you not only get a gorgeous venue, you receive many other services that enhance your experience, 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,

Event Services
MacLaren Art Centre

The Venue

The Space	Ideal for	Capacity	Set up	Mon-Thurs Rental Price	Fri / Sat Rental 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**	• \$1250	• Mar 1 – Nov 30 • \$3000 • Dec 1 – Feb 28 • \$2500
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**	• \$675	• \$1250
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**	• \$550	• \$975
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.	• \$250 up to four hours (including set up time) • \$500 for four to eight hours (including set up time)	• \$250 for less than four hours (including set up time) • \$500 for four to eight hours (including set up time)

Prices are subject to change.

*Use of the courtyard is weather dependent

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

Booking

Our Event Services team will provide the client with a tour of the venue and handle the booking of the event. To book a date, a 50% deposit is required. 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, Beverage and Flowers

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 from our list of pre-approved caterers.

Please note that only cut flowers from a professional florist are permitted in the building. We do not allow any potted plants, flowers collected from the garden, or wildflowers.

Scheduling

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 after 4 pm on Saturday and Sunday). The Carnegie Room available is for set up from 10 am the day of the event; however 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. During your event 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 ten rectangle tables measuring 6ft by 2.5ft
- Completely wheelchair accessible facility
- Use of loading dock and large elevator for ease of loading and unloading
- 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.

Art Tours

Take advantage of the Gallery and arrange to have your guests tour the MaClaren's Gallery spaces. Tours are 45 minutes in duration for a \$30 fee. Please note no food or drinks are allowed on the tour.

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 event with beautifully-framed photographs. Using quality materials and museum standard service, MaClaren Framing Services offers professional and efficient service for all customers. Gift certificates for framing services are also available.

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.

Bar Pricing

*Prices subject to change

Currently, bar prices range from \$5-\$7 (tax in):

Domestic Beer - \$5.25 (Coors Light, Creemore, Steamwhistle)

Premium Beer - \$6.25 (Corona, Stella, Heineken)

Wine by the glass \$7

Liquor drinks \$5.50 (Tanqueray Gin, Stolichvinsky Vodka, Wiser's Rye, Bacardi White Rum, Sailor Jerry's Spiced Rum)

Scotch \$6.75 (Glenfiddich 12 yr.)

Somersby \$6.75

Palm Bay \$6.50

Mott's Caesar's \$6.75

Pop/Juice \$1.50

House Wine:

Black Cellar Sauv Blanc 750ml - \$9.07 (Bottle)

Peller Estates Cab Merlot 750ml - \$8.82 (Bottle)

Any additions or changes to the bar must be discussed with the Facility Rental Coordinator. Additions to the bar must be made a minimum of 2 weeks prior to the event and must be available for order through the LCBO. All alcohol must be bought under the Maclaren Art Centre's Liquor License.

Maclaren Catering Menu

\$5.95 per person (cold only)

Assorted Cheese Tray with grapes and crackers

Goat Cheese Dip with Kalamato and Green Olives & Balsamic Dressing, served with baguette

Taco Mountain

Fruit Tray Assorted Dessert Squares

\$7.95 per person (hot and cold)

Assorted Cheese Tray with grapes and crackers

Fruit Tray Taco Mountain

Hot Spanakopita (spinach and feta cheese in phyllo pastry)

Mini Quiche

Meatballs & sauce

\$9.95 per person (hot & cold)

Assorted Cheese Tray with grapes and crackers

Goat Cheese Dip with Kalamato and Green Olives & Balsamic Dressing, served with baguette

Fruit Tray

Taco Mountain

Hot Spanakopita (spinach and feta cheese in phyllo pastry)

Mini Quiche

Springrolls and plum sauce

Meatballs & sauce

Assorted Dessert Squares

Please note these menu options are laid out as cocktail style hors d'oeuvres. Quantities for hot food are 5 pieces per person. If you would like meal options, please inquire. Limitations for catering are 50 people or less, schedule dependent.

Approved Caterers

As the MacLaren Art Centre is an art museum, to protect the artworks on display as well as our permanent collection, we ask that you choose from our list of pre-approved caterers. These caterers know how to best work in the space and have proven on a regular basis to respect and keep our heritage building in good order. Additionally, though we provide a room for caterers to use, we do not have a full-service kitchen onsite and we do not provide any equipment. The caterers listed below offer a variety of high quality menu options along with great service.

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

Catering by Colin
705 726 3755

Liberty North
705 728 3877

Feast Catering Company
705 309 5337

Holly's Sweets and Eats Bakery
705-735-3366

Recommended Vendors

Please refer to the list below for a list for our recommended vendors. You can choose from the following vendors or select outside vendors for your flowers, décor, photography and DJ services. Please ensure that if you choose vendors outside of this list that you send them a copy of our contract to review our policies on set up, take down, and décor.

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

Acme Photographic
705-321-1505, acmephotographic@gmail.com

DJ

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