

Find Your Place at Pickering Museum Village Facility Booking Guide



905.683.8401
museum@pickering.ca
pickering.ca/museum

PICKERING
MUSEUM
& Village

Alternate versions available upon request, please call 905.683.7575 TTY 905.420.1739

Facility Booking - Pickering Museum Village



Puterbaugh Schoolhouse

Capacity: 30 theatre seating. Benches provided. Chair rental required.

2 hours - \$370

Whole day - \$550



Bible Christian Chapel

Capacity: 80. Seating provided (pews).

2 hours - \$370



Oddfellows' Hall

Capacity: 80 dinner seating, 150 theatre seating. Chair rental required.

2 hours - \$260

Whole day - \$550



Picnic Shelter

Capacity: 108 dinner seating.

2 hours - \$260

Whole day - \$550



Grounds for Photos

2 hours - \$130



Redman House

Capacity: 40 dinner seating, 60 theatre seating.

2 hours - \$125

Whole day - \$400



Millpond Meadow

Whole Day - \$550

	Building capacity	Fee
General Liability Insurance For events with alcohol A copy of the liquor license, liquor liability insurance, Smart Serve Information, and diagram must be handed in 3 weeks before the event.	1 – 100	\$135
	101 – 250	\$243
	251 – 500	\$297
General Liability Insurance For events without alcohol	1 – 100	\$54
	101 – 250	\$108
	251 – 500	\$162
General Liability Insurance For Grounds for photos		\$16.20
General Liability Insurance For meetings		\$2.70 - \$5.40 per day
General Liability Insurance For tents	Contact the City of Pickering, Planning Department	
<u>SOCAN Fee</u> For events with live performances	1 – 100	\$23.23
	101 – 300	\$33.40
	301 – 500	\$69.71
<u>Tariff 5</u> For events with music	1 – 100	\$20.92
	101 – 300	\$30.09
	301 – 500	\$62.74

Security Deposit

For any social function (for example parties, banquets, showers), a security deposit of \$200 is required at least 3 weeks prior to the event. Refunds are made the week following your event.

Your Caterer

Requires Workplace Safety Insurance Board (WSIB) & General Liability Insurance

Payment

Greater than 3 months: 50 % is due, non-refundable deposit.

Less than 3 months: full payment is due.

The Pickering Museum Village accepts Cash, Cheque (payable to the City of Pickering), Visa & MasterCard.

How do I Book:

Complete the following form or find it [online](#), or [email Pickering Museum Village](#).

The rental contract/permit must be reviewed by the patron and signed to confirm the booking.

Calculate Your Event Cost by using the table below:

Item	Fee
Facility 1	
Facility 2	
Facility 3	
Rehearsal – 1 hour of your selected building	
Set up - 1 hour of your selected building	
Chair Rental - \$1.50 each	
SOCAN	
Tariff 5	
General Liability Insurance	
Security Deposit	
Subtotal	
Included HST – 13%	
Balance	
50% deposit	