

The logo for the Gardiner Museum, featuring the words "Gardiner" and "Museum" stacked vertically in a white, sans-serif font, set against a solid black rectangular background.

**Gardiner  
Museum**

# Event Rental Package

The Gardiner Museum is a spectacular venue for any gathering with remarkable views of Queen's Park and the Royal Ontario Museum. Perfect for downtown meetings, spring showers, fall weddings and everything in-between.





# Terrace Room

The Terrace Room located on the third floor of the Gardiner Museum is a 1300 sq/ft space with floor-to-ceiling glass windows, two balconies and beautiful views of both Queen's Park and the Royal Ontario Museum. A modern space that can be transformed to suit your event needs. The Terrace Room can accommodate 140 for dining or a lecture style event and up to 250 for a standing cocktail reception.



# Main Floor Lobby

The Main Floor Lobby is available after regular museum hours Monday to Thursday and Saturday/Sunday. It is a great option to expand the capacity of your event and is often used in conjunction with a rental of the Terrace Room. Capacity varies due to curatorial installations.





# Exhibit Hall

Available June – September.  
The Exhibit hall is located on the Third Floor of the Gardiner Museum and is available only in conjunction with the Terrace Room. Combining the Terrace Room and Exhibit Hall for your event will create almost 5000 sq/ft of open space. This full Third Floor set-up can accommodate 250 for dining or a lecture style event and 300+ for a standing cocktail reception.

# Front Plaza

The elevated Front Plaza on Queen's Park facing west is the perfect addition to a Spring/ Summer/Fall event. Expand your capacity for a cocktail reception on the Main Floor, or just enjoy a lovely Toronto evening. Fully licensed.





# Booking Your Event at the Gardiner

The venue rental fees are to be paid in full in order to secure your date.

If there is a prior hold on the venue for your preferred date, that client has first right of refusal and 48 hours to book or release the date. Should we not receive correspondence from the client currently holding the date, the venue reserves the right to release for the next interested party.

Please contact one of our preferred catering partners, where you will be assigned an event coordinator who will arrange a site-tour and prepare your customized menu proposal.

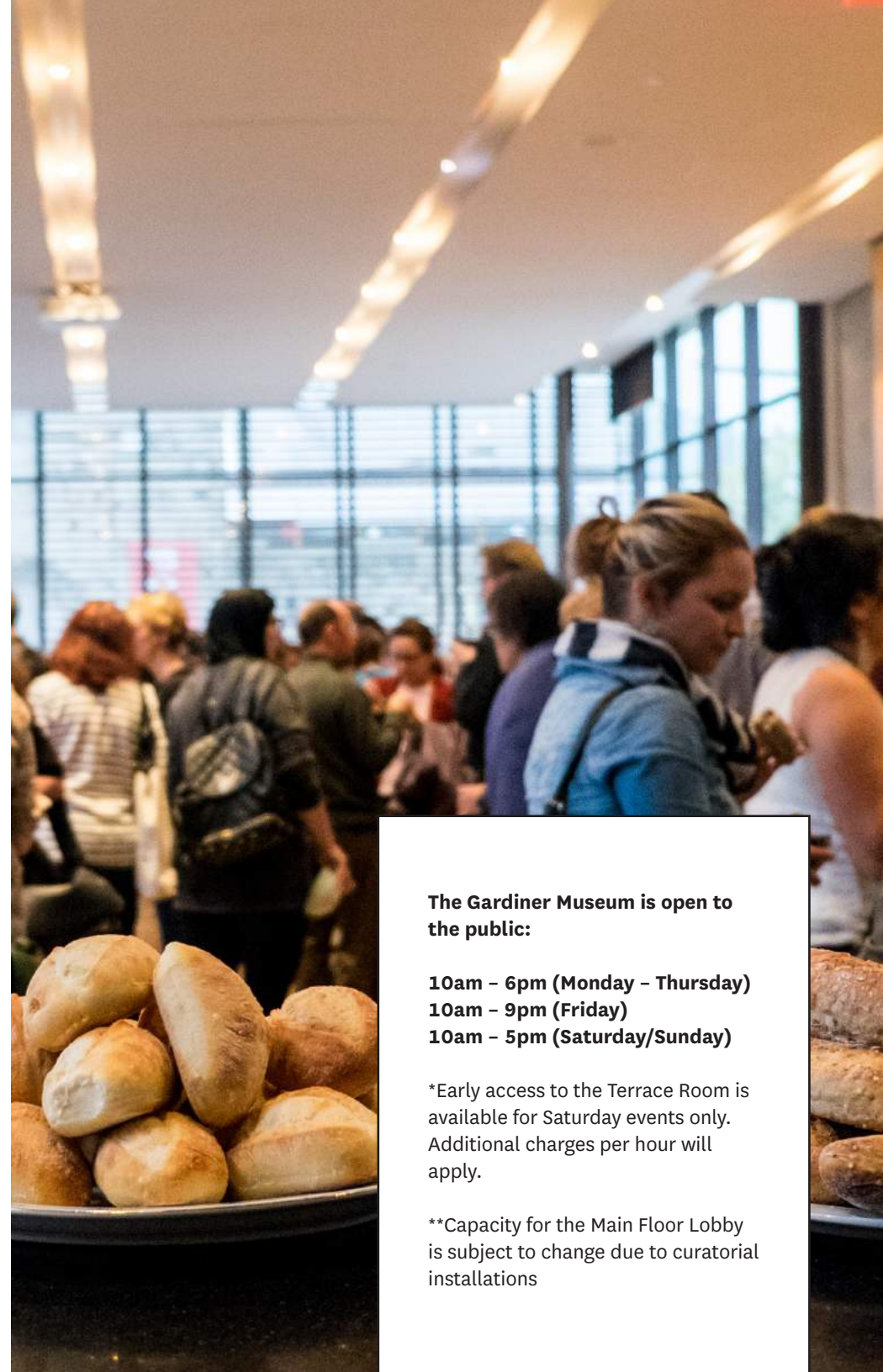


# Room Capacities

| Area             | Square Footage | Reception Style # of Persons | Dinner # of persons | Lecture / Theatre Style # of persons |
|------------------|----------------|------------------------------|---------------------|--------------------------------------|
| Terrace Room     | 1300           | 250                          | 140                 | 140                                  |
| Main Floor Lobby | 1000           | 100**                        | N/A                 | N/A                                  |
| Exhibit Hall     | 3500           | 300+                         | 250                 | 250                                  |
| Lecture Hall     | 600            | 60                           | 60                  | 60                                   |
| Front Plaza      | 700            | 100                          | 50                  | 50                                   |

# Rates

| Area                        | Timelines   | Room Rental              |
|-----------------------------|---|--------------------------|
| Terrace Room                | 4pm - 12 midnight                                 | \$2000                   |
|                             | 4pm - 2:45am                                      | \$2500                   |
| Main Floor Lobby            | From museum close                                 | \$1800 (stand alone)     |
|                             |   | \$1200 (add-on)          |
| Exhibit Hall & Terrace Room | 4pm - 2:45am<br>(access to Exhibit Hall at 12 pm) | \$4950                   |
| Lecture Hall                | From museum close                                 | \$500 (stand alone)      |
|                             |   | \$350 (add-on)           |
| Front Plaza                 | From museum close                                 | \$1800 (stand alone)     |
|                             |   | \$1000 (add-on to Lobby) |



**The Gardiner Museum is open to the public:**

**10am - 6pm (Monday - Thursday)**

**10am - 9pm (Friday)**

**10am - 5pm (Saturday/Sunday)**

\*Early access to the Terrace Room is available for Saturday events only. Additional charges per hour will apply.

\*\*Capacity for the Main Floor Lobby is subject to change due to curatorial installations

# Booking Guidelines and Additional Information

## Main Floor Lobby Projector

Available after Museum hours only. - \$250

## Laptop Rental for AV

A fully compatible laptop is available for rental if you will not be providing your own. - \$100

**60" TV on mobile stand** - \$200

**Blu-ray player** - \$50

## Terrace Room Piano

Use of Piano. - \$500

Removal of Piano from event spaces (and tuning). - \$625

Standard **Security / Housekeeping** is included in the venue rental fees. Additional rate beyond 2:45am: \$350+HST/hr or any part of an hour.

**Photography permits** (in spaces that have not been rented) - \$290/hr or any part of an hour.

- Rental of the Terrace Room includes guest access to the Special Exhibit on the third floor (a docent-led tour can be arranged directly with the Gardiner Museum for an additional fee).
- Access to the Terrace Room for evening rental begins strictly at 4pm.
- Your booking is only considered confirmed upon completion of a signed Gardiner Museum Venue Contract and receipt of the venue rental fees in full.
- The Gardiner Museum's preferred catering partners will prepare a quote and menu for your approval. All food, beverage, service and rental items are subject to the Gardiner Museum 15% Landmark Fee.\*
- All alcoholic beverages are to be arranged through our catering partners. **We DO NOT allow Special Occasion Permits.**
- The Gardiner Museum is a smoke-free environment. No open flames are permitted; candles must be votive type or surrounded by a hurricane or cylinder shade.
- Any special effects must be approved by the Gardiner Museum prior to the event. The use of fog or smoke machines, feathers, bubbles, confetti, glitter or projectiles is not permitted.
- All décor items must be approved by your selected caterer. Nothing can be affixed in any manner to the walls, floors, windows or ceilings. All items must be fire retardant.
- There is no parking at the Gardiner Museum. We are located 50 metres from the MUSEUM TTC subway station. Your selected caterer can provide information on valet parking options or parking lots in the vicinity.

\*The Gardiner Museum offers private event rental for the purpose of generating additional operating funds to serve our core mandate of teaching the world about clay. The Gardiner Museum is Canada's National Ceramics Museum, and the Landmark Fees collected go towards the maintenance of our building and collection.

# Preferred Vendors

## Catering

Your selected caterer will quote you for the following items

- Menu
- Staffing
- Rentals/Décor
- Additional needs as required and/or requested

These services are subject to a 15% Venue Landmark Fee. This fee goes towards the maintenance of the venue and is remitted back to the Gardiner Museum.

Your selected caterer will be able to advise you on a host of vendors to cover all aspects of your event. The vendors they recommend will have extensive industry experience and will have worked at the Gardiner Museum on numerous occasions.

For catering requests please contact one of our partners directly:



### à la Carte kitchen

Ossian Fadi Ghazal  
ossian@alacartekitchen.com  
416.971.4068



### Food Dudes

Merlin Kaasik  
merlin@thefooddudes.com  
647.340.3833

\*handles all Kosher Specialty catering



# Audio-Visual & Technical

Gardiner Museum is required to collect both SOCAN and RE:SOUND tariffs if music is played during your event.

## **SOCAN fees apply as follows:**

Fee per event, based on room capacity:

With Dancing - \$59.17

Without Dancing - \$29.56

## **RE:SOUND fees apply as follows:**

Fee per event, based on room capacity:

With Dancing - \$27.00

Without Dancing - \$14.00

Both fees will be applied on your catering invoice.

## **INTERNET**

WiFi is available with a speed of 16mbps down and 1 mbps up. Shared with other museum visitors, maximum 225 devices connected at once.

## **EQUIPMENT**

- Ceiling Mounted Projector (5000 Lumen, 16:10 Ratio, 1280x800)
- Ceiling Mounted Drop Down Projector Screen (12 Feet wide)
- Accepted video inputs: 1x HDMI & 1x VGA & 1x Mini-DisplayPort (via HDMI adapter)
- Accepted audio inputs: 2x XLR & 1x Mini-stereo jack
- Audio Output: Composite
- Blu-Ray Player with USB (also plays DVDs)
- 7x Ceiling Speakers (4x Terrace Room , 2x Bar/ Restaurant, 1x Café Nook)
- Amplifier Model A-706 (TOA) - Inputs specified above.
- Podium Microphone
- 2x Handheld Wireless Microphone

## **TYPICAL USES**

Slideshow, videos, presentations, panel discussions and conference calls.

## **SUPPORTED DEVICES**

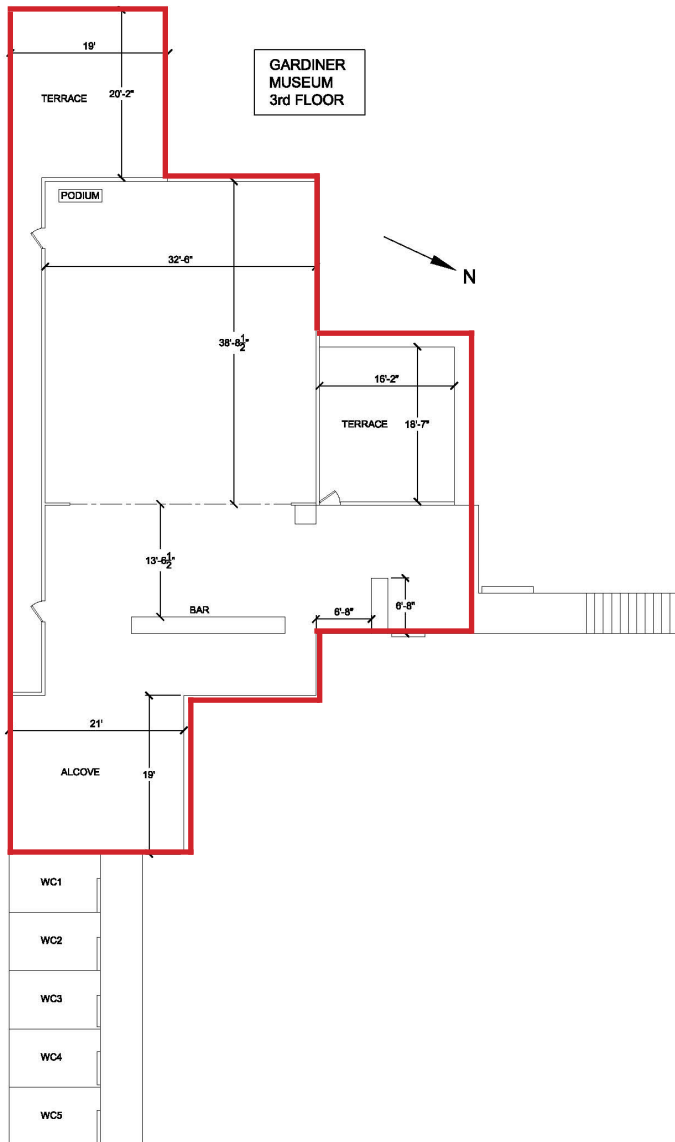
- Laptops (PC/MAC) with HDMI, VGA, Mini-DisplayPort (via HDMI adapter) connectors
- Tablets (Sound cable provided, video cable must be supplied)
- Smartphone (Sound cable provided, video cable must be supplied)
- Blu-ray/DVD player
- Apple TV or Chromecast
- PS3 / PS4 / X-Box 360 (HDMI versions only) / X-Box One

\* The Gardiner Museum **does not** provide a technician to set-up/troubleshoot/work your event. Please ask your selected caterer for AV vendor recommendations if needed.

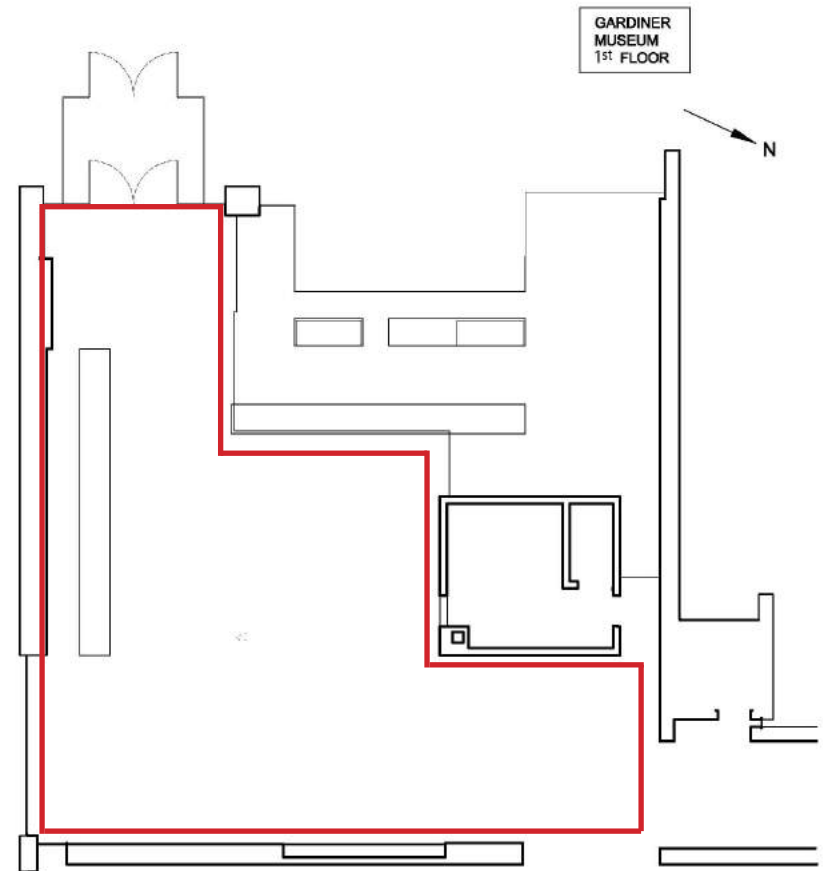


# Floor Plans

## Terrace Room

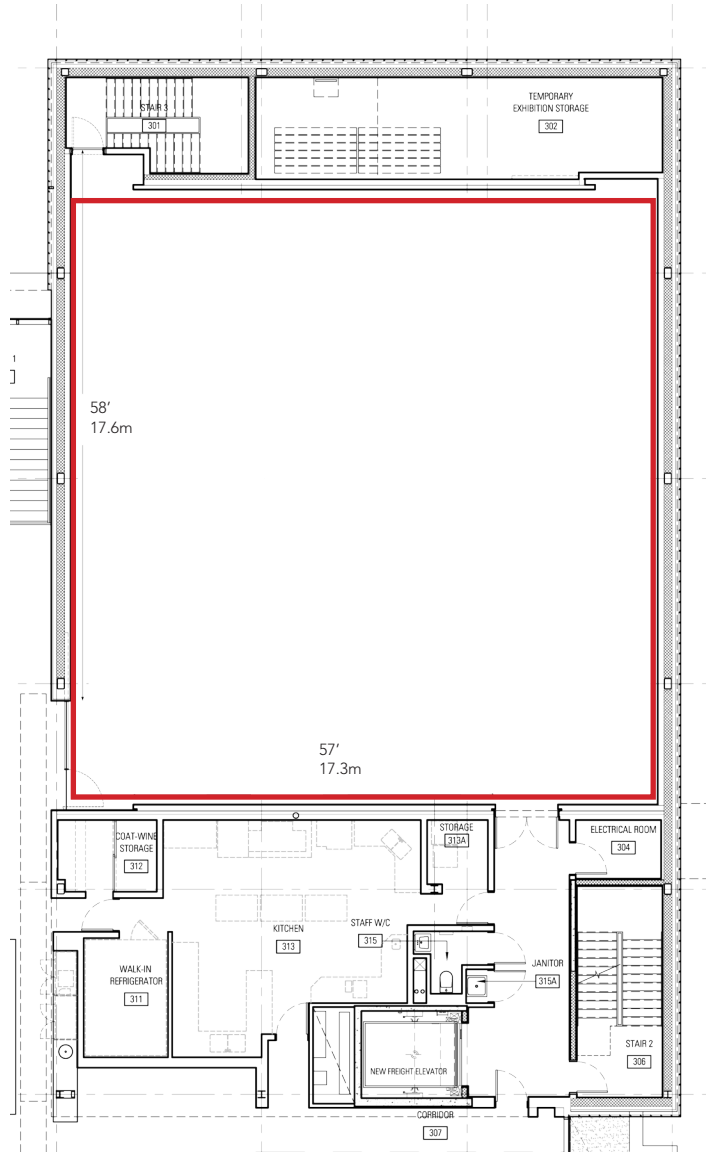


## Main Floor



# Floor Plans

## Exhibit Hall



## Front Plaza

