



**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 every day excluding Wednesdays. 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.



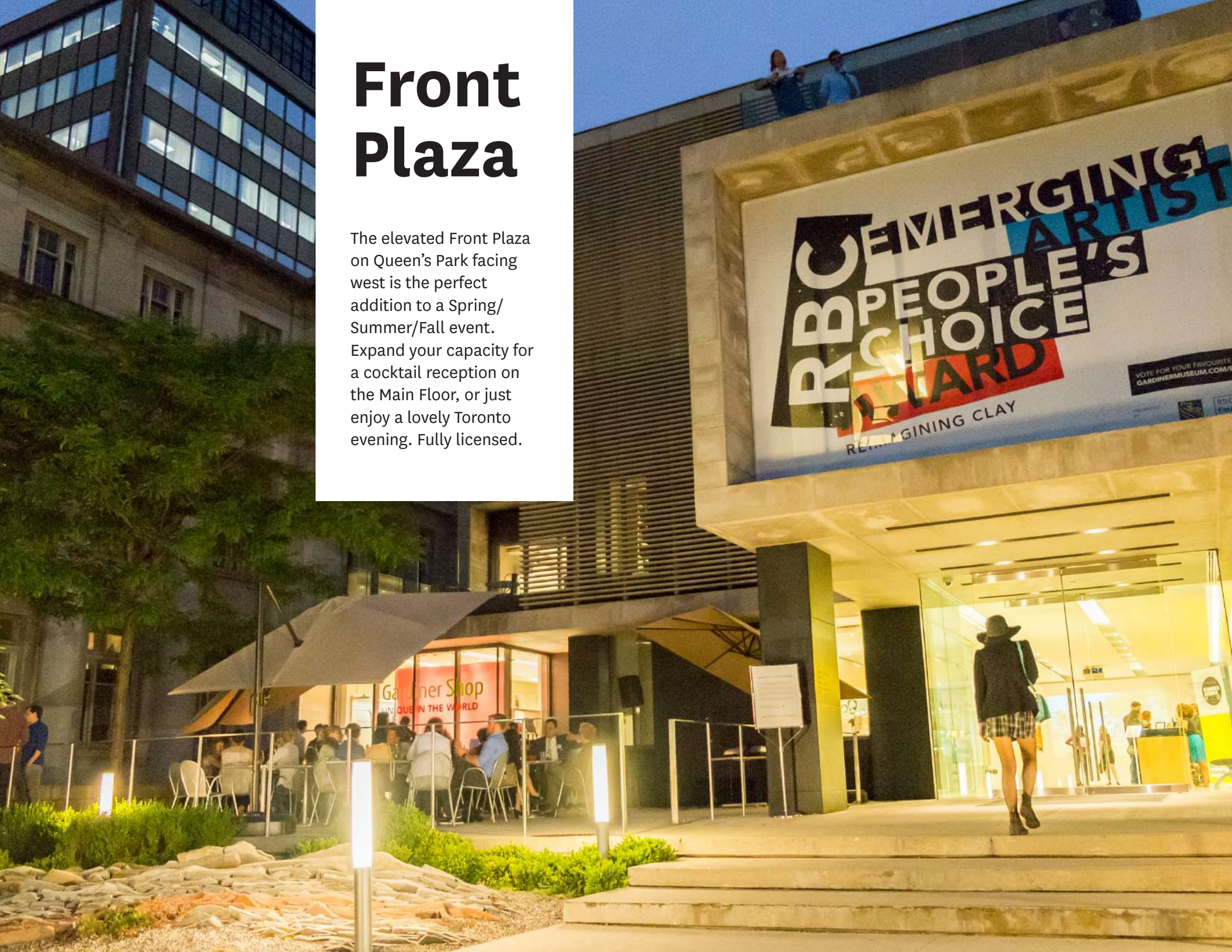


Exhibit Hall

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

Please contact our catering partners, who will arrange a site-tour and prepare your customized menu proposal.

You may ask your selected caterer to place a complimentary hold on a given date. The hold is valid for up to 15 days.

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.

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

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 (Sun - Fri)	Room Rental (Sat)
Terrace Room*	4pm - 12 midnight	\$4000	\$5000
	4pm - 3am	\$4500	\$5500
Main Floor Lobby	From museum close	\$1800 (stand alone) \$1200 (add-on)	\$2000 (stand-alone) \$1300 (add-on)
Exhibit Hall & Terrace Room	4pm - 3am (access to Exhibit Hall at 12 pm)	\$7000	\$8000
Lecture Hall	From museum close (add-on only)	\$500 (add-on)	\$500 (add-on)
Front Plaza	From museum close	\$1800 (stand alone) \$1200 (add-on to Lobby)	\$2000 (stand-alone) \$1300 (add-on to lobby)

All in house furniture is included in your rental fees. Please see attached inventory list.



The Gardiner Museum is open to the public:

10am - 6pm (Monday, Tuesday, Thursday & Friday)
10am - 9pm (Wednesday)
10am - 5pm (Saturday & Sunday)

- Clay classes take place daily in our basement clay studios and do not interfere with private events.

* 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

Bridal Suite/Board Room

A separate space to be used as a bridal suite, green room, or meeting space.

- \$350

Laptop Rental for AV

A fully compatible Microsoft Windows based laptop is available for rental if you will not be providing your own

- \$100

60" TV on mobile stand - \$200

Blu-ray player - \$50

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) - \$300/hr or any part of an hour.

- Guest access to museum galleries can be arranged upon request with at least 14 days notice. Access will be determined based on the staffing requirements of the exhibition. Docent-led tours can be arranged directly with the Gardiner Museum for an additional fee.
- The Museum changes its exhibitions and displays frequently. Please stay in communication with your Event Coordinator about what will be on show during your event.
- Access to the Terrace Room for evening rental begins strictly at 4pm, with the exception of Saturdays where access can begin as early as 12pm.
- 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, and service items are subject to the Gardiner Museum 15% Landmark Fee.*
- All beverages are to be arranged through The Food Dudes, or CLAY Restaurant.
- 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.
- Dark beverages and sauces cannot be served in the lobby.
- 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.
- Decor cannot be affixed in any manner to the walls, floors, windows or ceilings. All items must be fire retardant.
- Most power requirements can be handled by the Gardiner Museum. Power requirements must be approved before any event. Extra generators may be required for large events and will be at the client's expense.
- There is no parking at the Gardiner Museum. We are located 50 metres from the MUSEUM TTC subway station. Your 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. The Gardiner Museum brings together people of all ages and communities through the shared values of creativity, wonder, and community that clay and ceramic traditions inspire. Landmark Fees collected go towards the maintenance of our building and collection.

Exclusive Vendors

Catering

Your caterer will quote you for the following items

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

Food and staffing 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.

The caterer will handle all coordination services for your event including site visits, set up, rental ordering and event execution.*

* CLAY Restaurant handles bar services for events hosted by secondary caterers

For catering requests please contact:

Managing Caterer*



Food Dudes

Anna Matreninskaya
gardinerevents@thefooddudes.com

Secondary Caterers



Daniel et Daniel

Alice Washbrook
awashbrook@danieletdaniel.ca
416.968.9275 ext. 17

ACE KOSHER

All Kosher speciality catering is handled directly through ACE KOSHER, please contract them at catering@acekosher.com



Audio-Visual & Technical

Please contact your event coordinator for external A/V supplier recommendations if services beyond our in-house system are required.

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 speeds up to of 50 mbps down and 10 mbps up. Shared with other museum visitors, maximum 225 devices connected at once.

Hardline connection: \$150 (shared with Wifi Internet)
Dedicated Fibre connection: \$300 (hardline only)

EQUIPMENT (Terrace Room)

- Ceiling Mounted Projector (8000 Lumen, 16:9 Ratio, 1920x1080)
- Ceiling Mounted Drop Down Projector Screen (12 Feet wide)
- Accepted video inputs: HDMI & VGA. Various converters available for use.
- Accepted audio inputs: 2x XLR, 1x composite, 1x Mini-stereo jack.
- Audio Output: XLR (Female)
- Blu-Ray Player with USB (also plays DVDs)
- 7x Crestron SAROS Ceiling Speakers (4x Terrace Room, 3x Bar/Restaurant, 1x Café Nook)
- Podium Microphone
- 2x Handheld Wireless Microphone (Shared with other venue spaces)

EQUIPMENT (Lecture Hall)

- Ceiling Mounted Projector (4000 Lumen, 16:9 Ratio, 1920x1080)
- Ceiling Mounted Drop Down Projector Screen (10 ft wide)
- Accepted video inputs: HDMI & VGA. Various converters available for use.
- Accepted audio inputs: 2x XLR, 1x composite, 1x Mini-stereo jack.
- Audio Output: XLR (Female)
- 2x Crestron SAROS Ceiling Speakers
- Podium Microphone
- 2x Handheld Wireless Microphone (Shared with other venue spaces)

EQUIPMENT (Lobby)

- Accepted audio inputs: 2x XLR, 1x composite, 1x Mini-stereo jack.
- Audio Output: XLR (Female)
- 5x Crestron SAROS Ceiling Speakers
- 2x Handheld Wireless Microphone (Shared with other venue spaces)

EQUIPMENT (Exhibition Hall)

- Accepted audio inputs: 1x XLR, 1x composite, 1x Mini-stereo jack.
- Audio Output: XLR (Female) (Shared with Terrace Room)
- 10x Crestron SAROS Ceiling Speakers
- 2x Handheld Wireless Microphone (Shared with other venue spaces)

TYPICAL USES

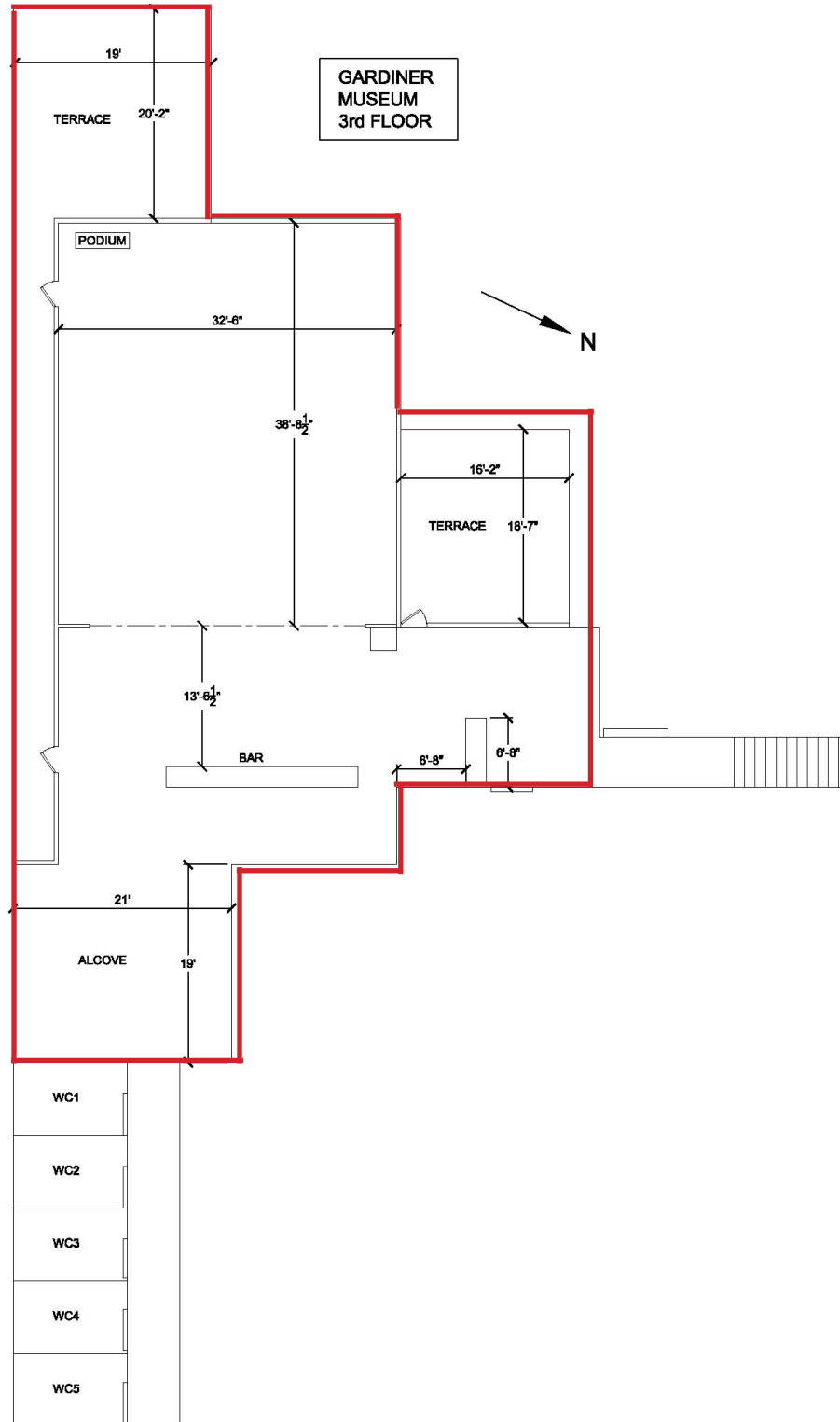
Slideshow, videos, presentations, panel discussions and conference calls.

SUPPORTED DEVICES

- Laptops (PC/MAC) with HDMI or VGA
- 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
- HDMI based consoles

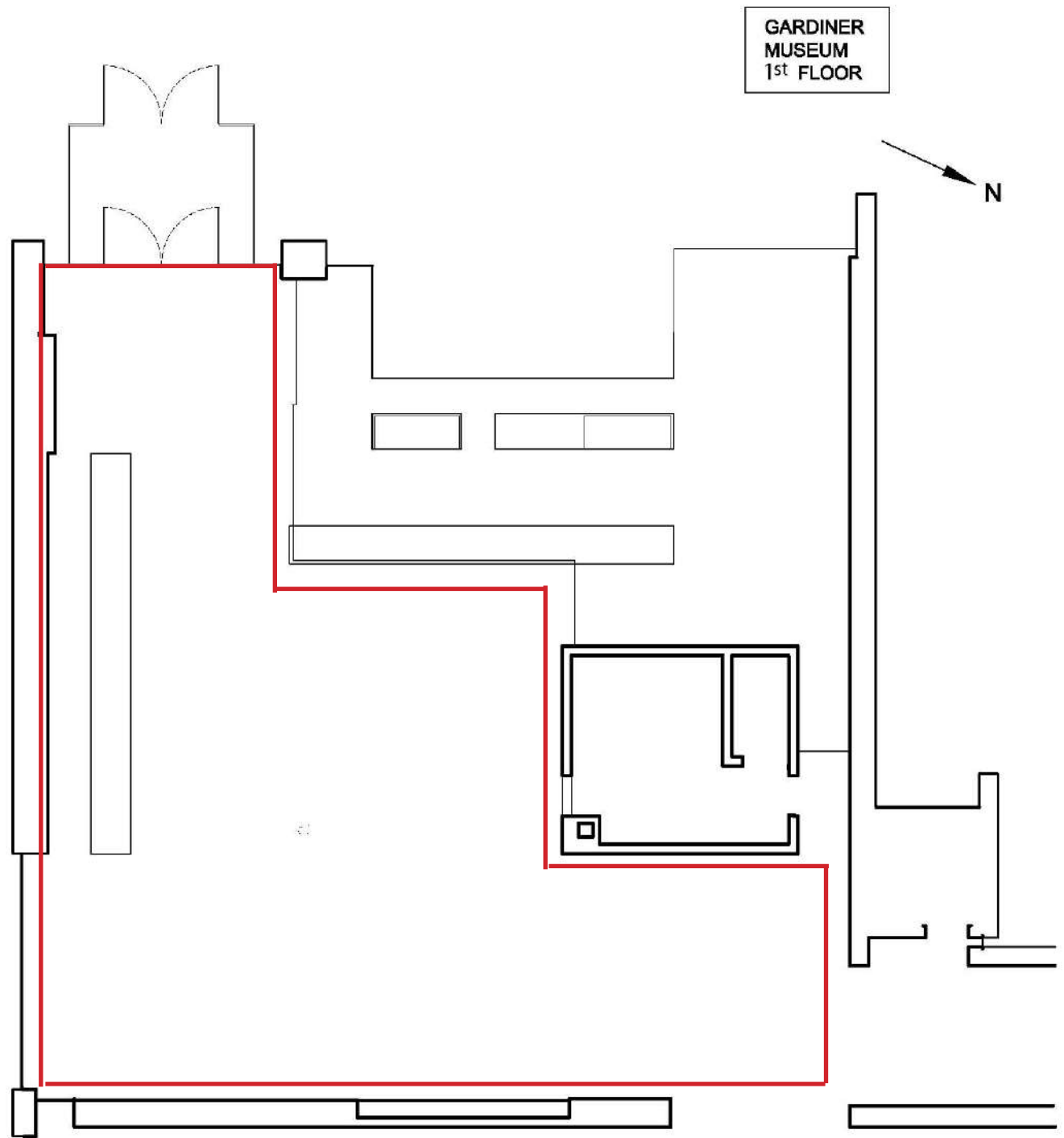
Floor Plans

Terrace Room



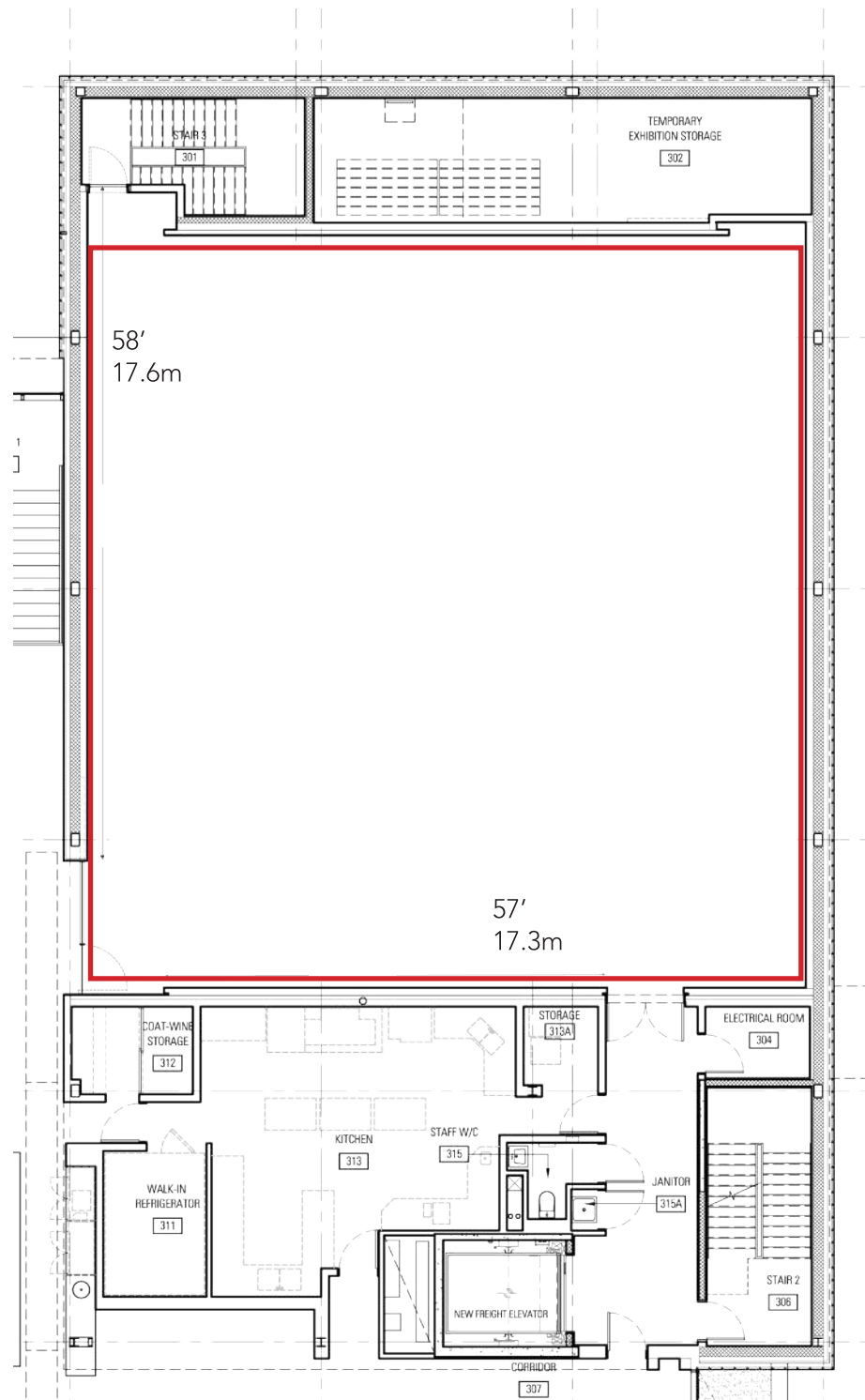
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Main Floor



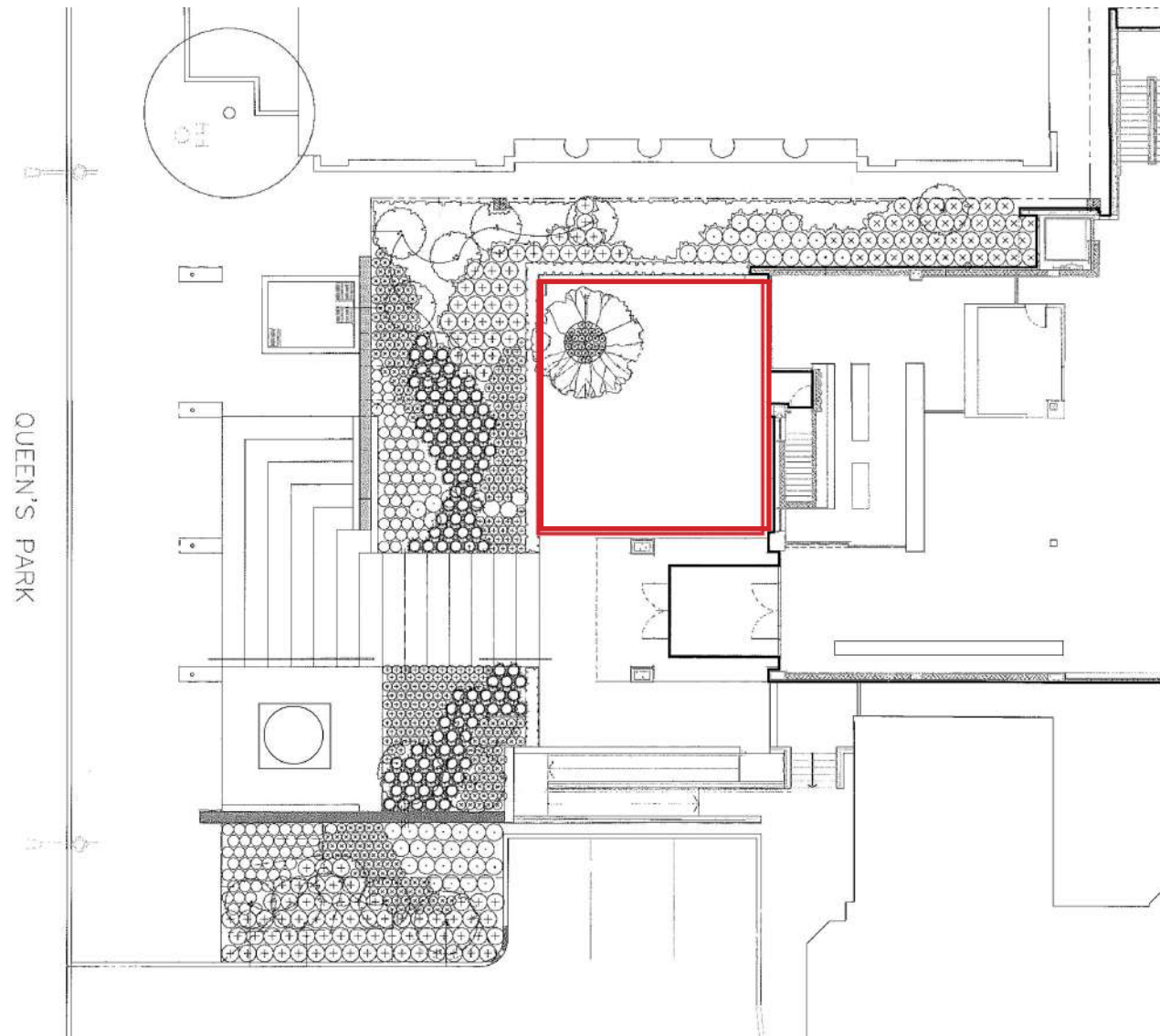
Floor Plans

Exhibit Hall



Floor Plans

Front Plaza



Event Furniture Inventory



Appia Chair
Almond Green
Armless: 140 Qty
with Arms: 10 Qty



Arki Stool
Bleached Oak with White Metal
26 Qty



Eco Chair
Natural Wood Finish
13 Qty



Lounge Sofa 5'
Off White
4 Qty



Dining Table 31" x 59" x 29.5" H
White
24 Qty



Dining Table 35" x 35" x 29.5" H
White
6 Qty



Round Dining Table 39" x 29.5" H
White
2 Qty



Cruiser Table 24" x 42" H
White
4 Qty



Planters 15" x 28" H
White
4 Qty



Planters 20.75" x 20.75" H
White
3 Qty



Planters 20.75" x 20.75" H
White
7 Qty



Oval Table 30" x 62" x 29.5" H
Wood Top with Metal Legs
2 Qty



Square Table 31" x 31" x 29.5" H
Wood Top with Metal Legs
4 Qty



Round Table 30" x 29.5" H
Wood Top with Metal Legs
5 Qty



Harvest Table 26" x 66"
Bronze
2 Qty



Hostess Stand
Wood Finish with Marble Top
1 Qty