

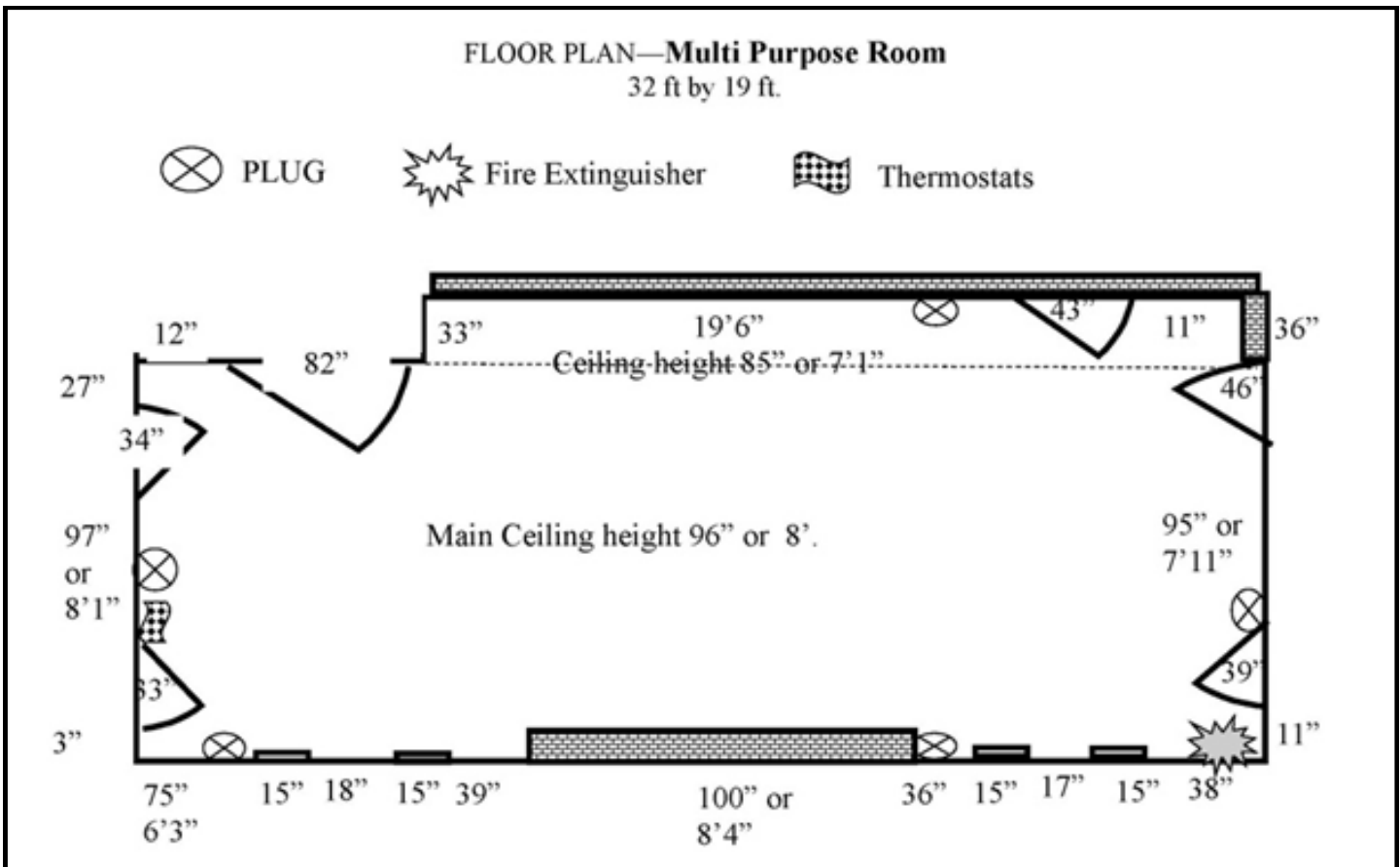
# Multi Purpose Room INFORMATION SHEET

DesBrisay  
museum

Walk Into Our Past



130 Jubilee Road  
c/O 60 Pleasant Street  
Bridgewater, NS B4V 3X9  
902-543-4033  
www.desbrisaymuseum.ca



### Availability

Tuesday, Wednesday, Thursday, Friday:  
9am-5pm  
Saturday and Sunday:  
1-5pm

### Occupancy Load

Chairs only - 71  
Tables and chairs - 50

### Rental Fee

- \$40 for the first 3 hours, and \$10 for each additional hour, including time to set up and take down. HST will be added.

### Payment

- Personal bookings – payment is required at time of event. *We accept debit, credit cards and cheques.*
- Corporations – invoices will be issued by the Town of Bridgewater.



To book our room , please complete Side 2 of this form and fax it to us at 902-543-4713.

# Multi Purpose Room Booking Form

Name of Person or Organization \_\_\_\_\_  
 Mailing Address \_\_\_\_\_  
 Postal Code \_\_\_\_\_ Contact Person \_\_\_\_\_  
 Phone Number \_\_\_\_\_  
 Type of Event \_\_\_\_\_ No. of Attendees \_\_\_\_\_  
 Set up time \_\_\_\_\_ Start time \_\_\_\_\_ End time \_\_\_\_\_

**ROOM SET UP**  
 The Museum has 6 six ft. tables and 9 café tables. Please indicate how you would like the room configured:  
 u-shaped  theatre style  
*If other, please describe or provide a sketch.*

**EQUIPMENT REQUIREMENTS**  
 digital projector (*must provide your own laptop*)  
 wall mounted screen  
 flip chart (please bring your own markers)  
 podium

**OTHER**  
 Will there be food? Yes \_\_\_ No \_\_\_  
 Will there be alcohol? Yes \_\_\_ No \_\_\_  
 Name of Licensee: \_\_\_\_\_  
*If yes, you must obtain a Special Occasion Liquor License from the Nova Scotia Liquor License Board at [www.gov.ns.ca](http://www.gov.ns.ca), or call 1-877-565-0556. This generally takes about 10 days.*  
 Will music be played? Yes \_\_\_ No \_\_\_  
*If yes, the Museum is required to charge a fee of \$22.00 which we submit to SOCAN.*

The MultiPurpose Room must be left clean and tidy. Recycling bins are provided, and we request you sort your waste properly.



Authorized Signature \_\_\_\_\_

Date \_\_\_\_\_

Return this form to DesBrisay Museum, 130 Jubilee Road, Bridgewater, or by fax to 543-4713.