

# DesBrisay Museum MultiPurpose Room

## About Our Facility

Our modern brick building contains a Heritage Gallery, Exhibit Centre, Visible Storage Gallery, a small gift shop, washrooms and a MultiPurpose room. We are designated 'Senior Friendly', are wheelchair accessible, and have parking for 30 vehicles. *Please note that smoking is not permitted on Town of Bridgewater property.*

## Rental Fee

The MultiPurpose Room rental fee is \$40 for the first 3 hours, and \$10 for each additional hour, including set up and take down time. HST will be added. To book our room for your event, please complete this form and fax it to us at 902-543-4713.

## Your Information

Name of Group or Organization \_\_\_\_\_

Mailing Address \_\_\_\_\_

Postal Code \_\_\_\_\_ Contact Person \_\_\_\_\_

Phone Number \_\_\_\_\_

Type of Event \_\_\_\_\_

Event Date \_\_\_\_\_

Number of attendees \_\_\_\_\_

Event set up time \_\_\_\_\_

Event start time \_\_\_\_\_

Event end time \_\_\_\_\_

## Room Requirements

The Museum has 6 six ft. tables and 9 café tables.

Please indicate how you would like the room configured:

classroom  u-shaped  theatre style  cafe style

*If other, please describe or provide a sketch.*

- Please indicate your needs.  
 digital projector  television with VCR /DVD player  podium  
 flip chart (please bring your own markers)  power cords  wall mounted screen
- Will there be food? Yes  No  *If yes, name of caterer:* \_\_\_\_\_
- Will there be alcohol? Yes  No  *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. Name of Licensee:* \_\_\_\_\_
- 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.

