

130 Jubilee Road  
Bridgewater, NS  
B4V 3R5  
e-mail:  
[museum@bridgewater.ca](mailto:museum@bridgewater.ca)  
website:  
[www.desbrisaymuseum.ca](http://www.desbrisaymuseum.ca)

## DesBrisay Museum MultiPurpose Room

### INFORMATION SHEET

Thanks for inquiring about the Museum's Multipurpose Room as a possible venue for your meeting or event. It is usually helpful to view the room before booking it for your event, but we understand that is not always possible.

The DesBrisay Museum is set in a 25 acre park, a pleasant natural setting with winding trails and a large duck pond. Our modern brick building contains a Heritage Gallery, an Exhibit Centre, a Visible Storage Gallery, and a small gift shop. The Museum is wheelchair accessible, and has parking for 30 vehicles. Smoking is not permitted on Town of Bridgewater property.

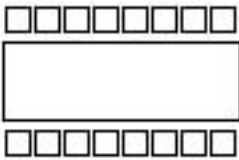
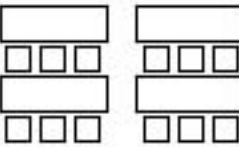
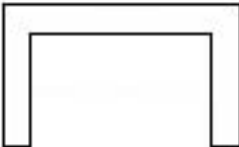
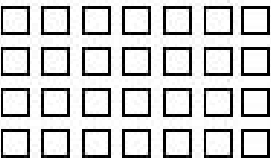
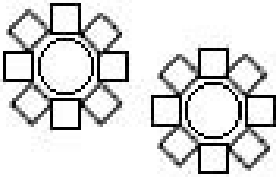
Our Multipurpose Room is available for meetings, birthday parties and special events. Here is some information to help you decide if our space will fit your needs. The fee for renting the room is \$40 for 3 hours, and \$10 for each additional hour, including set up and take down time. If copywrited music is played, we are required to charge a fee of \$22 to submit to SOCAN. Your invoice will be sent by the Town of Bridgewater at month end.

To book our room for your event, please fill out the attached Booking Form and fax it to the Museum at 902-543-4713.

#### ROOM DETAILS

- Dimensions - 28' long x 19.5' wide, with an 8' ceiling.
- Room configuration options are attached.
- Available equipment:
  - public address system
  - overhead projector and screen
  - internet cable
  - flip chart
  - slide projector and screen
  - television and VCR/DVD players
  - podium
  - power cords
- A small kitchenette with a fridge and microwave is available for use at no extra charge.
  - We ask that it be clean when you are finished.
  - We have coffee and tea urns, kettles, a microwave and refrigerator.
  - You are responsible for supplies – coffee, teabags, sugar, milk, coffee filters, etc.
  - A recycling chart is visible to ensure all items are recycled properly.
- Please use low stick masking tape if taping anything to the walls

**DesBrisay Museum**  
**ROOM CONFIGURATION OPTIONS**

Room Set Up		Accommodates
Boardroom		25 people
Classroom		30 people
U-shaped		25 people
Theatre Style		50-60 people
Café style		40 people
Reception	<b>Stand up</b>	80-199

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## DesBrisay Museum MultiPurpose Room

### BOOKING FORM

**Please fax this completed form to the DesBrisay Museum at 902-543-4713.**

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

Mailing Address (for billing purposes) \_\_\_\_\_

\_\_\_\_\_ Postal Code \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone Number \_\_\_\_\_

Set up date and time \_\_\_\_\_ Event Date \_\_\_\_\_

Event Start Time \_\_\_\_\_ Event End Time \_\_\_\_\_ # People \_\_\_\_\_

Please indicate the way you would like the room configured:

- boardroom                       classroom                       u-shaped  
 theatre                               café style                       stand up reception  
 other (please describe) \_\_\_\_\_

Will there be food? Yes [ ] OR No [ ] If yes, caterer name: \_\_\_\_\_

*The museum has a small kitchenette off the meeting room, with a fridge, microwave and two coffee makers.*

Will there be alcohol? Yes [ ] OR No [ ] If yes, you must obtain a license from the Nova Scotia Liquor License Board. Licensee name: \_\_\_\_\_

WILL copyright music be played? Yes [ ] OR No [ ] If yes, the Museum is required to charge a fee of \$22.00 which we submit to SOCAN.

The Museum is pleased to provide the following for your meeting/event. Please indicate your needs.

- pa system                               slide projector and screen  
 overhead projector and screen       television with VCR and DVD players  
 internet cable                               podium  
 flip chart (please bring your own markers)       power cords

Will your group be visiting the Museum exhibits? Yes [ ] OR No [ ]

There is a fee for visiting the Museum. We offer a Group rate for 10 or more people visiting the Museum; and Saturdays are always Free days.

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

\_\_\_\_\_  
Date