

# EXTRAS & SPECIAL SERVICES



## MEETING PACKAGE

Includes compostable plates, napkins, cups, and utensils.

## BEVERAGE SERVICE

Includes servingware rental and unlimited coffee, cream, sugar, and selection of teas.

*Note: For smaller groups, individual beverages are available for purchase in Shop.*

## OLD-FASHIONED REFRESHMENT STAND

Includes cart rental, servingware, paper straws, and three cold beverage urns (lemonade, iced tea, and fruit punch).

## GOURMET HOT CHOCOLATE BAR

Includes servingware rental, service attendant, hot chocolate, milk, and selection of up to 12 gourmet toppings.

*Note: This special seasonal service is available November through January.*

## COTTON CANDY SERVICE

Includes cotton candy machine rental, service attendant, and supplies.

## BARTENDING SERVICE

Includes two *Serving It Safe*-certified bartenders for the duration of your event.

*Note: All events serving alcohol are subject to museum approval, and may require security staff at additional fees. Liquor license is required and is the responsibility of client to obtain. Servingware and ice are available for additional fees – pricing varies based on event size and alcohol type being served.*

## ACTIVITIES FOR CHILDREN

Includes choice of one of the following activities for up to 50 children led by an Activity Host:

- Dino Hunt
- Treasure Hunt
- Potions in Motion
- Slime Time
- Monkey Busines
- Foam Friends
- Build-A-Boat
- Crowning Around
- My Moo-stery

## AV EQUIPMENT

- Wireless Internet
- Google Chromecast
- LCD Projector & Screen
- 50" Monitor with Blu-ray
- PA System with Microphone & Podium
- Flip Chart & Markers

All extras and special services are subject to availability and additional fees.

# ABOUT US

THE CHILDREN'S MUSEUM EXISTS  
TO SPARK KIDS' CREATIVE LEARNING.

As a non-profit charitable organization, we believe in the potential of all children and provide an interactive learning environment that nurtures the power of imagination and spirit of self-discovery. For over 30 years, we have been the place for families to play, laugh, learn and grow.

## HOW TO BOOK A FACILITY RENTAL

Requesting a facility rental quote or booking from the Children's Museum is easy! We offer three convenient ways to contact us with your request:

**By Phone:** 204.924.4005

**By Email:** [rentals@childrensmuseum.com](mailto:rentals@childrensmuseum.com)

**Online:** Complete and submit a Facility Rental Booking Request Form at [childrensmuseum.com](http://childrensmuseum.com)



children's  
museum

45 Forks Market Road  
Winnipeg, MB R3C 4T6  
info line 204.924.4000  
fax line 204.956.2122

[childrensmuseum.com](http://childrensmuseum.com)



FRB02-18E

# FACILITY RENTALS



children's  
museum

# THE VENUE

LOCATED AT THE HEART OF WINNIPEG, THE CHILDREN'S MUSEUM IS THE IDEAL LOCATION TO HOST YOUR NEXT EVENT.

Housed in the oldest surviving train repair facility in Manitoba, the Children's Museum features twelve permanent galleries that spark kids' creative learning.

Book your next special event with us. We are a unique venue for:

- Birthdays
- Holiday Parties
- Fundraising Events
- Business Meetings
- Conferences
- Group Sleepovers
- Team Building Events
- Appreciation Events
- Media Events
- Family Parties
- Receptions
- Baby & Wedding Showers
- Weddings
- **And more!**

## shop NEED GIFTS?

Our Shop can create customized goodie bags or provide unique presents (gift wrapped and stored for free!) at the price point of your choice. With our Personal Shop-er Service, you choose the quantities and gift criteria, then we'll take care of the rest! Goodie bags and presents will be delivered right to your rental room on the day of your event. Orders can be placed with the Sales & Bookings Coordinator at the time of your booking or ask about a customized order to suit your specific needs.



# FACILITY INFO

## INTERESTED IN BOOKING AN EVENT AT THE CHILDREN'S MUSEUM?

We can accommodate rentals for 10 to 1000 people! Please review the following information, then contact us for a customized quote based on your event needs.

## RENTAL ROOMS

### SINGLE ROOM (3 AVAILABLE)

Includes museum admission for up to 50 people.

### COMBINATION ROOM (1 AVAILABLE)

Includes museum admission for up to 75 people.

### GREAT HALL (1 AVAILABLE)

Includes museum admission for up to 100 people.

#### All Rentals Include:

- Reduced Admission Rates for Guests
- Reserved Rental Room for up to 4 hours
- Tables & Chairs
- Room Set-up & Clean-up

## RENTAL TIMES

Standard facility rental times are as follows:

Morning Rentals: 8:00AM – 12:00PM

Afternoon Rentals: 1:00PM – 5:00PM

Evening Rentals: 6:00PM – 10:00PM

*Note: No early room arrivals or late room departures are available without pre-booking and additional fees.*

### Need extra Rental Room time?

Contact our Sales & Bookings Coordinator at 204.924.4005 to learn more. Extra rental time is subject to space availability and additional fees.

### Want to upgrade your Evening Rental to a Private Rental for just you and your guests?

Contact our Sales & Bookings Coordinator at 204.924.4005 for Private Rental pricing and space availability.

### Don't see an option that works for you?

Contact our Sales & Bookings Coordinator at 204.924.4005 to discuss your rental and to obtain a customized rental quote based on your needs.

## FACILITY RENTAL CHECKLIST

- Call the Children's Museum at 204.924.4005 or fill out an online Facility Rental Quote Request Form at [childrensmuseum.com](http://childrensmuseum.com) to make a facility rental booking request. Please have a tentative and alternative date and time ready.
- Plan for the deposit payment. We require a 50% deposit at the time of your booking, payable via cash, cheque, debit, Visa, or Mastercard.
- Ensure there is enough adult supervision for the kids attending your event. The museum requires a 1:5 adult to child ratio.
- Need time to set-up or decorate your room? Access to your room begins at the booked start time - so plan your guests' arrival time accordingly.
- Want to play music at your event? SOCAN & Re:Sound tariffs and licensing fees will be added to your rental in compliance with the Canadian Copyright Act. Contact our Sales & Bookings Coordinator at 204.924.4005 to learn more.
- Thinking of having your event catered? Both your catering company and menu/food service plan must be approved in advance through our Sales & Bookings Coordinator. Contact us at 204.924.4005 to learn more.
- Do you want to bring in special entertainers (i.e., magician, face painter, mascot, etc)? The museum has additional policies in place for third-party contractors/entertainers that must be met as a condition of your rental. Contact us at 204.924.4005 to learn more.
- Sign and return your Rental Agreement. We require a signed Rental Agreement to secure your rental.