FACILITY RENTALS
Let the MacKenzie make your next event a work of art! With seven gracious spaces available, the MacKenzie Art Gallery provides a one-of-a-kind setting for meetings, celebrations, and other events.

Located in Wascana Park, the Gallery offers the best of both worlds with access to walking trails and bike paths, as well as proximity to Regina’s vibrant downtown core. Every reservation at the MacKenzie helps to support the Gallery’s renowned public programs and exhibitions, giving back to our communities in Regina and across the province.

For more information on facility rentals, please contact:

events@mackenzieartgallery.ca
(306) 584-4250, extension 4259

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HOURS OF OPERATION

Monday to Wednesday, Friday, Saturday – 10:00 am to 5:30 pm
Thursday – 10:00 am to 9:00 pm
Sunday & Holidays – 12:00 pm to 5:30 pm
Administration – Monday to Friday, 8:30 am to 4:30 pm

3475 Albert St Regina, SK S4S 6X6
www.mackenzieartgallery.ca
Floor Plan
Second Floor
Rate
Day ....................................... $600
Evening .................................. $950
Not-for-profit rate 20% discount.

Our evening rate includes security until 10 PM. Each additional hour after 10 PM is $100 per hour. All prices are subject to change.

Agra Torchinsky Salon for Event

Large picture windows illuminate the room with natural light, offering a striking view of the pines and green space at the Gallery’s entrance. The Agra Torchinsky Salon is a long, light-filled space with endless entertaining possibilities. Ideal for weddings, corporate receptions, galas and more.
Rate
Meeting (50 people and under) ... $400
Meeting (over 50 people) ............. $600
Not-for-profit rate 20% discount.

Available during regular Gallery hours. For access before or after hours please refer to our hourly security fee of $100.

All prices are subject to change.

Agra Torchinsky Salon for Meeting

Get your meeting out of the boardroom and into a space perfectly suited for inspired ideas and planning sessions. Your attendees will be more engaged and creative when energized by the natural light on the gallery level of the MacKenzie.
Floor Plan
Agra Torchinsky Salon
Meeting Rooms

The MacKenzie is proud to offer two new board rooms that can accommodate meetings, workshops and training sessions. When expanded to one space, it is also an exceptional location for larger meetings and small events. State of the art equipment will enhance all of your meeting needs.

Available equipment (see page 17):
Meeting Room 1: projector, projection screen, video conferencing, in-wall panel screen

Meeting Room 2: in-wall panel screen

Rate
Meeting Room 1.......................... $250
Meeting Room 2 ......................... $250

Not-for-profit rate 20% discount.
Available during regular Gallery hours.
For access before or after hours please refer to our hourly security fee of $75.
All prices are subject to change.
Rate
Meeting Room 1 & 2 .................. $400

Not-for-profit rate 20% discount.
Available during regular Gallery hours. For access before or after hours please refer to our hourly security fee of $75. For events over 50 people please contact us for a quote. All prices are subject to change.

Meeting Room Combined

The MacKenzie is proud to offer new boardrooms that can accommodate meetings, workshops and training sessions. It is also an exceptional location for larger meetings and small events. State of the art equipment will enhance all of your meeting needs.

Available equipment (see page 17):
projector, projection screen, two in-wall panel screens
Floor Plan
Meeting Rooms

MacKenzie Art Gallery
Meeting Room Combined

MacKenzie Art Gallery
Meeting Room 1

MacKenzie Art Gallery
Meeting Room 2
Rate

Regular ................................ $200

Not-for-profit rate 20% discount.

Available during regular Gallery hours. For access before or after hours please refer to our hourly security fee of $75. **All prices are subject to change.**

Classroom

The Classroom, right around the corner from the BMO Learning Centre, is set up to encourage group communication and participation. This space is well suited for workshops and training sessions.
Floor Plan
Classroom

- 6 to 8 Foot Tables
- Chair
Rate

Regular .......................... $550
Green Room ....................... $85

Not-for-profit rate 20% discount.

MAG Event Technician required for most theatre rentals (see page 16). Available during regular gallery hours. For access before or after hours please refer to our hourly security fee of $75. All prices are subject to change.

Shumiatcher Theatre - Day

Tiered seating and a 14-foot screen make the Shumiatcher Theatre the ideal spot for presentations, lectures, and film screenings. Hold your performances on the 19’ x 38’ stage with the added amenities of a sound system and theatre lighting.
Rate

Regular ................................ $850
Green Room .............................. $85

Not-for-profit rate 20% discount.

MAG Event Technician required for most theatre rentals (see page 16).
Available during regular gallery hours. For access before or after hours please refer to our hourly security fee of $75. **All prices are subject to change.**

Shumiatcher Theatre - Evening

Tiered seating and a 14-foot screen make the Shumiatcher Theatre the ideal spot for presentations, lectures, and film screenings. Hold your performances on the 19’ x 38’ stage with the added amenities of a sound system and theatre lighting.
Floor Plan
Shumiatcher Theatre

Theatre Seating

GREEN ROOM

STAGE
RENTAL CAPACITIES

<table>
<thead>
<tr>
<th>Space</th>
<th>Sq. Ft.</th>
<th>Boardroom</th>
<th>Classroom</th>
<th>Hollow Square</th>
<th>U-shape</th>
<th>Theatre</th>
<th>Banquet</th>
<th>Cocktail</th>
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<tbody>
<tr>
<td>SALON</td>
<td>4,519</td>
<td>30</td>
<td>80</td>
<td>n/a</td>
<td>24</td>
<td>200</td>
<td>200</td>
<td>400</td>
</tr>
<tr>
<td>THEATRE</td>
<td>2,798</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>185</td>
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<tr>
<td>MEETING ROOM 1</td>
<td>437</td>
<td>20</td>
<td>12</td>
<td>n/a</td>
<td>n/a</td>
<td>20</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>MEETING ROOM 2</td>
<td>510</td>
<td>20</td>
<td>12</td>
<td>n/a</td>
<td>n/a</td>
<td>20</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>MEETING ROOM COMBINED</td>
<td>947</td>
<td>20</td>
<td>24 - 32</td>
<td>24</td>
<td>22</td>
<td>40</td>
<td>n/a</td>
<td>30-40</td>
</tr>
<tr>
<td>CLASSROOM</td>
<td>520</td>
<td>12</td>
<td>16</td>
<td>20</td>
<td>18</td>
<td>24</td>
<td>n/a</td>
<td>n/a</td>
</tr>
</tbody>
</table>

BOOKING GUIDELINES

The function contract supersedes all policies and procedures.

**COMPLIMENTARY SERVICES/INCLUSIONS:**

1. Set-up and take-down of rental space requirements
2. Available furnishings, i.e. tables, chairs
3. Audio-visual and equipment (see page 17)

Additional Charges (if applicable):

1. Additional security
2. Event technician
3. SOCAN and Re: Sound legislated music fee

**SECURITY:**

1. Security is mandatory for events taking place outside of MAG hours at a rate of $75/hour for main floor events and $100/hour for second floor events (security fees double on statutory holidays).

MacKenzie Art Gallery hours of operation are:

- 8:30 AM to 5:30 PM on Monday - Friday
- 10 AM to 5:30 PM on Saturday
- 12 PM to 5:30 PM on Sunday and statutory holidays.
BOOKING GUIDELINES

PARKING:
1. Parking is available in the TC Douglas Building Parking Lot 1 for weekday rentals including a maximum of 50 parking spots.
2. Weekend, holiday and evening parking is unrestricted and available in the TC Douglas Building Parking Lot 1 and Lot 2.

AUDIO VISUAL & EQUIPMENT:
1. Please see page 17 for available audio visual/equipment.
2. A MAG Event Technician is required for rentals that include the following: adapting lights package; Loading Dock use; Shumiatcher Theatre audio-visual beyond a single microphone. The hiring of a MAG Event Technician can be coordinated a minimum of two weeks prior to the booking date with the Events & Rentals Coordinator.

SOCAN & RE: SOUND FEES:
1. SOCAN (Society of Composers, Authors and Music Publishers of Canada) and Re: Sound fees are applicable to all functions where live or reproduced music is played.
2. The fee amount will be determined based on the venue capacity.
3. For more information about these tariffs please visit www.socan.ca and www.cb-cda.gc.ca.

DÉCOR:
1. The MAG does not provide linens, silverware or tableware.
2. Please be aware that the use of the following items is strictly prohibited: placement of nails, hooks, tacks, screws, or other fasteners into any part of the MAG facilities; confetti, rice, bird seed, rose petals, glitter, fake snow, bubbles, sparklers and candles; special permission must be obtained when using fur, skin, hair, quills, feathers, grasses, hay, wood and/or materials that have been stored outside or in a garage as these all have the potential to harbor insect types which can be harmful to the artwork; aerosol products (i.e. hairspray, spray glue, spray glitter, smoke, fog or hazer machines).

CATERING:
1. Craft Services is the on-site supplier of all food and beverage items for catered events at the MAG. No outside food and beverage will be allowed without the prior approval of the Events & Rentals Coordinator. An Off-site Caterer fee will be applied to the rental in these instances at a rate of $2.00 per person.
2. Please contact Craft Services for catering menu and labour estimate information. The MAG is not able to offer rental reductions based on food and beverage purchase.

EXHIBITION ACCESS:
1. Keep the current exhibitions open to your guests for their viewing pleasure. Hourly rate of $50 from 5:30 PM

DELIVERIES:
1. A formal appointment must be made at minimum 5 business days prior to the rental date with the Events & Rentals Coordinator for any deliveries.
2. Under special circumstances and dependent on availability, use of the MAG Loading Dock can be arranged a minimum of two weeks prior to the rental date. A Loading Dock technician fee of $35.00/hr would apply.
3. Please note that access will be denied if appropriate arrangements have not been made.

Craft Services
craftservicescatering@gmail.com

Download the catering menu
BOOKING GUIDELINES

PAYMENTS & DAMAGE DEPOSIT:
1. A damage deposit of 50% of the rental rate is required at the time of contract signing. If unplanned fees are not incurred, the damage deposit will be returned to the client.
2. The full rental fee and additional charges is due a minimum of 2 business days prior to the rental date.

CANCELLATION POLICY:
1. If either party cancels this Contract more than thirty (30) days before the commencement of the Rental Period, the Deposit will be returned to the Renter less a $50 administration fee.
2. If the Renter cancels this contract thirty (30) days or less prior to the commencement of the Rental Period, the MAG will retain the Damage Deposit.

AV & EQUIPMENT RENTALS

<table>
<thead>
<tr>
<th>TECHNICAL EQUIPMENT MEETING ROOMS ONLY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Projector &amp; Screen (Room 1 only)</td>
</tr>
<tr>
<td>Panel Screen</td>
</tr>
<tr>
<td>Video Conferencing (Room 1 only)</td>
</tr>
<tr>
<td>EVENT SUPPORT ITEMS</td>
</tr>
<tr>
<td>Easel</td>
</tr>
<tr>
<td>Flipchart &amp; markers</td>
</tr>
<tr>
<td>Riser (6 max)</td>
</tr>
<tr>
<td>LIGHTING</td>
</tr>
<tr>
<td>Adapting room lights package</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>LABOUR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Event Technician per hour</td>
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</tbody>
</table>

TERMS AND CONDITIONS: Holiday Labour pay at double the above rate.