MacKenzie Art Gallery

Wedding Packages
The MacKenzie Art Gallery provides a beautiful and unique setting for wedding ceremonies and receptions.

The MacKenzie Art Gallery is renowned not only for its unparalleled collections, but also for its grand physical space. Located in the T.C Douglas Building, the MacKenzie offers incomparable settings with unique facilities and views of the beautifully landscaped Wascana Park. This prime locale maintains a close proximity to Regina's vibrant downtown core, offering access to walking trails and bike paths.

Book your next wedding reception in one of our beautiful spaces. The Mackenzie offers private event rentals for the purpose of generating additional operating funds to support the Gallery's exhibitions and programs.

For more information on wedding packages or 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

Photos courtesy of A Tymeless Event
Floor Plan
Main Floor

- Library
- Freight Elevator
- Craft Services Kitchen
- Craft Services Café
- Meeting Room 1
- Meeting Room 2
- Shumlaatcher Theatre
- Classroom
- BMO Learning Centre
- Gift Shop
- Washrooms
- Washrooms
- Washrooms
- Security
Floor Plan
Second Floor
Floor Plan
Agra Torchinsky Salon

Kitchen
Floor Plan
Shumiatcer Theatre

Theatre Seating

GREEN ROOM
STAGE
Capacity
Ceremony .................................... 185
Seated Banquet Dinner ............ 150

Rate
$3,000
* All prices are subject to change.

Ceremony, Dining & Dancing
Package features use of the Shumiatcher Theatre for your Ceremony and the Agra Torchinsky Salon for Dining & Dancing.

Your Ceremony, Dining & Dancing Package includes:
- Rental space on the day prior to event from 1 to 5:30 PM
- PA system with amplifier, two speakers and mixing board
- Podium with integrated microphone
- Wired or wireless microphone (1)
- Up to 4 plinths for your decorating needs
- Up to 6 risers for your head table
- Tables for Gifts & Guestbook
- 2 portable bars
- After-hours security from Gallery close until 2:00 am
- Set-up and breakdown services for tables, chairs and Gallery provided equipment (6 hours maximum)
- Dance floor not included
Dining & Dancing

Package features use of the Agra Torchinsky Salon for dining and dancing.

Your Dining & Dancing Package includes:

- Rental space on the day prior to event from 1 to 5:30 PM
- PA system with amplifier, two speakers and mixing board
- Wired or wireless microphone (1)
- Up to 4 plinths for your decorating needs
- Up to 6 risers for your head table
- Tables for Gifts & Guestbook

- 2 portable bars
- After-hours security from Gallery close until 2:00 am
- Set-up and breakdown services for tables, chairs and Gallery provided equipment (6 hours maximum)
- Dance floor not included

Capacity
Seated Banquet Dinner .......... 150

Rate
$2,700
* All prices are subject to change.
Capacity
Ceremony with cocktail reception .......... 150

Rate
$1,900
* All prices are subject to change.

Ceremony & Cocktails
Package features use of the Agra Torchinsky Salon for your ceremony and cocktail reception.

Your Ceremony & Cocktails Package includes:
- Rental space on the day prior to event from 1 to 5 PM
- PA system with amplifier, two speakers and mixing board
- Wired or wireless microphone (1)
- Up to 4 plinths for your decorating needs
- Up to 6 risers for your ceremony
- Tables for Gifts & Guestbook
- 2 portable bars
- After-hours security from Gallery close until 2:00 am
- Set-up and breakdown services for tables, chairs and Gallery provided equipment (6 hours maximum)
- Dance floor not included
Capacity
Ceremony with no Reception ............. 250

Rate
$1,200
* All prices are subject to change.

Ceremony
Package features use of the Agra Torchinsky Salon for your ceremony.

Your Ceremony Package includes:
- Rental space on the day prior to event from 1 to 5:30 PM
- PA system with amplifier, two speakers and mixing board
- Wired or wireless microphone (1)
- Up to 4 plinths for your decorating needs
- Up to 6 risers
- Tables for Gifts & Guestbook
- 2 portable bars
- After-hours security from Gallery close until 2:00 am
- Set-up and breakdown services for tables, chairs and Gallery provided equipment (6 hours maximum)
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

Additional Charges (if applicable):
1. Additional security
2. Event technician
3. SOCAN and Re: Sound legislated music fee

ACCESS TIMES
1. Renters have access to the facility for décor and rehearsal from 1:00 pm to 5:30 pm on the Friday prior to Saturday ceremonies and receptions.
2. Reception packages include after-hours security until 2:00 am. Bar and food stations must close at 1:00 am. Food, flowers and décor must be removed, with any third party rental material packed up and ready for pick-up.

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 Monday – Friday
10 AM to 5:30 PM Saturday
12 PM to 5:30 PM Sunday and statutory holidays.

AFTER-HOURS EXHIBITION ACCESS
1. Exhibition galleries may be kept open after-hours for private viewing by your guests ($50/hr). Requests to open exhibition galleries after-hours must be received at least 14 days prior to the event.

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 12 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.)
BOOKING GUIDELINES

Continued from previous page

CATERING:
1. Craft Services is the exclusive 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.

Craft Services
craftservicescatering@gmail.com

PHOTOGRAPHY
1. Photography is permitted in the rental spaces. Use of the TC Douglas Building Atrium for group photographs is on a first-come, first-served basis and cannot be booked. The exhibition galleries may not be used for photo sessions.

PERMITS AND CERTIFICATES
1. Renter must provide a certificate of liability insurance for events where alcohol will be served.
2. A Saskatchewan Liquor and Gaming Authority event liquor permit must be coordinated and secured by the Renter with Craft Services/Caterer.

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, use of the MAG Loading Dock on the day of the rental 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.

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.

Download the catering menu
## AV & EQUIPMENT RENTALS

### TECHNICAL EQUIPMENT

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Podium with microphone</td>
<td>$50</td>
</tr>
<tr>
<td>Podium without microphone</td>
<td>$30</td>
</tr>
<tr>
<td>Wired microphone with stand</td>
<td>$25</td>
</tr>
<tr>
<td>Wireless microphone</td>
<td>$40</td>
</tr>
<tr>
<td>Laptop</td>
<td>$50</td>
</tr>
<tr>
<td>Projector</td>
<td></td>
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<tr>
<td>Projector cart with skirt and AC</td>
<td>$15</td>
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<tr>
<td>Tripod projector screen</td>
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<tr>
<td>Wireless presentation remote</td>
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<tr>
<td>Two speaker sound package</td>
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<tr>
<td>Self-powered speaker on stand</td>
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<tr>
<td>DVD player/CD player</td>
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<td>Teleconference phone</td>
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<tr>
<td>Wireless Wi-Fi</td>
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<tr>
<td>Wired internet</td>
<td>$25</td>
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<tr>
<td>Power bar/extension cord</td>
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</tbody>
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### EVENT SUPPORT ITEMS

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Easel</td>
<td>$10</td>
</tr>
<tr>
<td>Flipchart &amp; markers</td>
<td>$20</td>
</tr>
<tr>
<td>Risers (6 max)</td>
<td></td>
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</tbody>
</table>

### LABOUR

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Event Technician per hour</td>
<td>$35 (min 3 hr)</td>
</tr>
</tbody>
</table>

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