FACILITY RENTALS
at the MacKenzie Art Gallery

WE INVITE YOU TO CONSIDER OUR GALLERY FOR YOUR NEXT GATHERING.
Find yourself at the intersection of art and coffee as the MacKenzie Art Gallery’s new café and programming space. It is a place to engage the senses, a place to meet, exchange, discuss and build our communities.

Led by the successful team behind 33 1/3 Coffee Roasters, Craft Services menu includes all-day breakfast and lunch every Tuesday to Saturday, as well as thoughtful and creative dinner specials every Thursday evening. Breakfast specials are created every Saturday, and baking and refreshments are available on Sundays.
ABOUT THE MACKENZIE ART GALLERY
The MacKenzie Art Gallery is Saskatchewan’s original public art gallery: an immersive centre for engaging people through transformative experiences of the world through art, with an ongoing focus on Indigenous culture and diversity. The MacKenzie is located in Regina’s Wascana Park, Canada’s largest urban park and home to the Provincial Capital Commission. It is located within Treaty Four territory, the traditional territory of the Cree, Saulteaux, Lakota, Dakota, and Nakota people, and the homeland of the Métis Nation. The permanent collection, which includes the University of Regina’s extensive collection as well as the Kampelmacher Collection of Indigenous Art, contains over 5,000 works of art spanning 5,000 years of art history.

5,000 WORKS SPANNING 5,000 YEARS — YOU MIGHT NEED TO LOOK AGAIN.

FACILITY RENTALS AT THE MACKENZIE ART GALLERY
Let the MacKenzie make your next event a work of art! With five accommodating 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.
AGRA TORCHINSKY SALON

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. 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.

PERFECT FOR
Receptions, Special Events, Weddings, Meetings

EVENT BOOKING RATES
Day: $600
Evening: $950

Not-for-profit discount of 20% will be applied to those companies who qualify.

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

MEETING RATES
Meeting (50 people and under): $400
Meeting (over 50 people): $600

Not-for-profit discount of 20% will be applied to those companies who qualify.

Available during regular Gallery hours. For access before or after hours please refer to our hourly security fee of $100 (taxes additional). All prices are subject to change.

FEATURES
Kitchen
Access to second-floor Gallery spaces is complimentary for all rentals during Gallery hours
MEETING ROOMS

The MacKenzie is proud to offer two new meeting rooms that can accommodate any meeting, workshop or training session. The meeting rooms can be booked individually or together, and the internal wall can be opened, providing an expanded space that is perfect for larger meetings or small events. State-of-the-art equipment will enhance all of your needs.

PERFECT FOR
Meetings, Workshops, Presentations

RATES
Meeting Room 1 $250
Meeting Room 2 $250
Meeting Room 1 & 2 $400

Not-for-profit discount of 20% will be applied to those companies who qualify.

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

MACKENZIE CAFÉ EVENING RENTAL RATE
Café Rental $500

Not-for-profit discount of 20% will be applied to those companies who qualify.

Limited availability; access from 5 - 10 PM. For access after hours please refer to our hourly security fee of $75 (taxes additional). All prices are subject to change.

FEATURES
Meeting Room 1: projector, projection screen, video conferencing, in-wall panel screen
Meeting Room 2: in-wall panel screen
Meeting Room Combined: projector, projection screen, two in-wall panel screens
Access to second-floor Gallery spaces is complimentary for all rentals during Gallery hours

Space   Sq. Ft.   Boardroom   Classroom   Hollow Square   U-shape   Theatre   Banquet   Cocktail
MEETING ROOM 1   437   20   12   n/a   n/a   20   n/a   n/a
MEETING ROOM 2   510   20   12   n/a   n/a   20   n/a   n/a
MEETING ROOM COMBINED   947   20   24-32   24   22   45   n/a   30-40
SHUMIATCHER THEATRE

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, green room, and theatre lighting.

PERFECT FOR
Performances, Presentations, Film Screenings

**DAY RATE**

<table>
<thead>
<tr>
<th>Type</th>
<th>Regular</th>
<th>Green Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>Price</td>
<td>$550</td>
<td>$85</td>
</tr>
</tbody>
</table>

Not-for-profit discount of 20% will be applied to those companies who qualify.

*MacKenzie Event Technician required for most theatre rentals (see page 14). Available during regular gallery hours. For access before or after hours please refer to our hourly security fee of $75 (taxes additional). All prices are subject to change.*

**EVENING RATE**

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SHUMIATCHER THEATRE

**FEATURES**

- 19’ x 38’ stage
- 14’ Projection screen
- Sound system & theatre lighting
- Access to second-floor Gallery spaces is complimentary for all rentals during Gallery hours

<table>
<thead>
<tr>
<th>Space</th>
<th>Sq. Ft.</th>
<th>Boardroom</th>
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<th>Theatre</th>
<th>Banquet</th>
<th>Cocktail</th>
</tr>
</thead>
<tbody>
<tr>
<td>SHUMIATCHER THEATRE</td>
<td>2,798</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>185</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
</tr>
</tbody>
</table>
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.

**PERFECT FOR**
Meetings, Workshops, Training Sessions

**CLASSROOM**

**Space**

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<tbody>
<tr>
<td>CLASSROOM</td>
<td>520</td>
<td>12</td>
<td>16</td>
<td>20</td>
<td>15</td>
<td>24</td>
<td>n/a</td>
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**Features**

- Projection screen
- Access to second-floor Gallery spaces is complimentary for all rentals during Gallery hours

**Rate**

- **Regular** $200
- Not-for-profit discount of 20% will be applied to those companies who qualify.
- Available during regular Gallery hours. For access before or after hours please refer to our hourly security fee of $75 (taxes additional). All prices are subject to change.
AGRA TORCHINSKY SALON 4,519 30 80 n/a 24 200 200 400
SHUMATCHER THEATRE 2,798 n/a n/a n/a 185 n/a n/a
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CLASSROOM 520 12 16 20 15 24 n/a n/a

RENTING AT-A-GLANCE

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 14)

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 MacKenzie hours at a rate of $75/hour for main floor events and $100/hour for second floor events (security fees double on statutory holidays). Taxes additional.

MUSEUM ART GALLERY HOURS OF OPERATION
Administration hours 8:30 AM to 4:30 PM; Monday – Friday

GALLERY
Mon 10:00 AM – 5:30 PM Closed
Tue 10:00 AM – 5:30 PM 8:00 AM – 4:00 PM
Wed 10:00 AM – 5:30 PM 8:00 AM – 4:00 PM
Thu 10:00 AM – 5:30 PM 8:00 AM – 8:30 PM
Fri 10:00 AM – 5:30 PM 8:00 AM – 4:00 PM
Sat 10:00 AM – 5:30 PM 10:00 AM – 4:00 PM
Sun 12:00 PM – 5:30 PM 12:00 PM – 4:00 PM

CRAFT SERVICES CAFÉ
Mon 10:00 AM – 5:30 PM Closed
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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.

PARKING
1. Parking is available in the TC Douglas Building Parking Lot 1 for weekday rentals up to 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 14 for available audio visual/equipment.
2. A MacKenzie Event Technician is required for rentals that include the following: adapting lights package; Loading Dock use; Shumatcher Theatre audio-visual beyond a single microphone. The hiring of a MacKenzie Event Technician can be coordinated a minimum of two weeks prior to the booking date with the Events & Rentals Coordinator.

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DÉCOR
1. The MacKenzie 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 MacKenzie facilities; confetti, rice, bird seed, rose petals, glitter,
   fake snow; bubbles, spanklers and candles; special permission must be
   obtained when using fur, skin, hair, quills, feathers, grass, 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).

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
   MacKenzie 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.

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 MacKenzie will retain the
   Damage Deposit.

AV EQUIPMENT & LABOUR

TERMS AND CONDITIONS
Inclusion without any of the above items.

LABOUR
Event Technician per hour $35 (min 3 hour)

BOOKING GUIDELINES

AV EQUIPMENT & LABOUR

BOOKING GUIDELINES
CRAFT SERVICES CAFÉ CATERING
Craft Services is the on-site supplier of all food and beverage items for catered events at the MacKenzie. 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.
Please contact Craft Services for catering menu and labour estimate information. The MacKenzie is not able to offer rental reductions based on food and beverage purchase.

Download the catering menu

CONTACT
craftservicescatering@gmail.com

ADDITIONS THAT WILL MAKE YOUR EXPERIENCE ONE-OF-A-KIND
Please note that all prices are subject to change.

EXHIBITION TOUR (maximum 25 people)
30 minute tour for $80
Take full advantage of the MacKenzie’s facilities and resources by taking a private guided tour of our current exhibitions.

HANDS-ON ART ACTIVITY (maximum 25 people)
30 minute activity for $100 or 60 minute tour and art activity for $140
Create a piece of art in our studio workshop. This is an interactive break, or team building experience.

EXHIBITION ACCESS (maximum 25 people)
Hourly for $50
Keep the current exhibitions open to your guests for their viewing pleasure.

CONTACT
events@mackenzie.art
306 584 4250 EXT 4259

THURSDAY NIGHTS AT THE MACKENZIE
The Gallery is open until 9 PM on Thursday evenings for an exploration of exhibitions and featured programs that are creative, playful, and engaging. Programming starts at 7 PM most Thursdays, with interactive experiences including artist and curator-led workshops, performances, film screenings, and dinner/drink specials in Craft Services.

STUDIO SUNDAYS
Bring your family to the BMO Learning Centre to experience art in an interactive and fun environment. Facilitated workshops include activities like storytelling, experimenting with a variety of artistic techniques, and an exploration of creative practices from a variety of cultural perspectives.
THE MOST INTERESTING THINGS IN GALLERIES ARE THE PEOPLE.
BORIS GROYS