WEDDING RECEPTIONS
with Craft Services by Crave
at the MacKenzie Art Gallery

LET CRAFT SERVICES BY CRAVE MAKE YOUR WEDDING AT THE MACKENZIE ART GALLERY A WORK OF ART.
The MacKenzie Art Gallery is delighted to partner with Crave Kitchen + Wine Bar—the new vendor for Craft Services Café! Opening Tuesday, September 21, visitors are welcome to enjoy Crave’s elegantly prepared, decadent food and drink selection—an unforgettable art and culinary experience awaits!

Accompanying the Bill Burns: Bird Radio & the Eames Chair Lounge, Craft Services Café is an innovative engine for the creative industries, where every facet of the creative space intermingles to create a transformative experience. Working with fresh, quality ingredients, Crave Kitchen + Wine Bar is known for creating dishes that highlight Saskatchewan and Canadian products using classic culinary techniques with a modern approach—coming together to produce something inspired. We are thrilled to have them filling this space in Craft Services Café as the new exclusive provider of food services and facility bookings at the MacKenzie!
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.

WEDDINGS AT THE MACKENZIE ART GALLERY

The MacKenzie Art Gallery provides a beautiful and unique setting for wedding ceremonies and receptions. Renowned not only for its unparalled 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 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.
CEREMONY, DINING & DANCING
Package features use of the Shumiatcher Theatre for your ceremony and the Agra Torchinsky Salon for dining and 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

EVENT BOOKING RATES
$3,000
* All prices are subject to change.

CAPACITY
Ceremony  150
Seated Banquet Dinner  150

DINING & DANCING
Package features use of the Agra Torchinsky Salon for dining and 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

EVENT BOOKING RATES
$2,700
* All prices are subject to change.

CAPACITY
Seated Banquet Dinner  150
CEREMONY & COCKTAILS
Package features use of the Agra Torchinsky Salon for your ceremony and cocktail reception.

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 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

EVENT BOOKING RATES
$1,900
* All prices are subject to change.

CAPACITY
Ceremony with cocktail reception: 150

CEREMONY
Package features use of the Agra Torchinsky Salon for 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
- Set-up and breakdown services for tables, chairs and
  Gallery provided equipment (6 hours maximum)
- Dance floor not included

EVENT BOOKING RATES
$1,200
* All prices are subject to change.

CAPACITY
Ceremony: 200

* All prices are subject to change.
<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>AGRA TORCHINSKY SALON</td>
      <td>4,519</td>
      <td>30</td>
      <td>80</td>
      <td>n/a</td>
      <td>24</td>
      <td>200</td>
      <td>150</td>
      <td>300</td>
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    <tr>
      <td>SHUMIATCHER THEATRE</td>
      <td>2,798</td>
      <td>n/a</td>
      <td>n/a</td>
      <td>n/a</td>
      <td>n/a</td>
      <td>150</td>
      <td>n/a</td>
      <td>n/a</td>
    </tr>
  </tbody>
</table>

**AGRA TORCHINSKY SALON**

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

**FEATURES**

19' x 38' stage
14' Projection screen
Sound system & Theatre lighting

**SHUMIATCHER THEATRE**

- 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
MAINTENANCE

- BMO Learning Centre
- Classroom
- Library
- Freight Elevator
- Freight Door
- Craft Services Kitchen
- Craft Services Café
- Meeting Room 2
- Meeting Room 1
- Washrooms
- Gift Shop

SECOND FLOOR GALLERY

- Sculpture Court
- Entrance to the Gallery
- Salon Entrance
- Security Office

*Please check into Security upon arrival

FLOOR PLANS
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 $85/hour for main floor events and $110/hour for second floor events (security fees double on statutory holidays). Taxes additional.

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

GALLERY
Mon Closed   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 – 9:00 PM 8:00 AM – 9:00 PM
Fri 10:00 AM – 5:30 PM 8:00 AM – 4:00 PM
Sat 11:00 AM – 5:30 PM 11:00 AM – 4:00 PM
Sun 11:00 PM – 5:30 PM 11:00 PM – 4:00 PM

CRAFT SERVICES/Café by Crave
Mon Closed   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 – 9:00 PM 8:00 AM – 9:00 PM
Fri 10:00 AM – 5:30 PM 8:00 AM – 4:00 PM
Sat 11:00 AM – 5:30 PM 11:00 AM – 4:00 PM
Sun 11:00 PM – 5:30 PM 11:00 PM – 4:00 PM

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; Shumiatcher 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.

ENTANDUM FEES
1. Entandum fees, previously SOCAN and Re-Sound, 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.

BOOKING GUIDELINES

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 MacKenzie will retain the Damage Deposit.

DECOR
1. The MacKenzie does not provide linen, silversware 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, rose petals, glitter, fake snow, bubbles, sparkles and candles; special permission must be obtained when using hair, skin, hair, quilts, fabrics, 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).

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.

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.

BOOKING GUIDELINES

BOOKING GUIDELINES
AV EQUIPMENT & LABOUR

TECHNICAL EQUIPMENT
Podium with microphone
Podium without microphone
Wired microphone with stand
Wireless microphone
Laptop
Projector
Projection cart with skirt and AC
Tripod projector screen
Wireless presentation remote
Two-speaker sound package
Self-powered speaker on stand
DVD player/CD player
Teleconference phone
Wired internet
Power bar/extension cord

TECHNICAL EQUIPMENT FOR MEETING ROOMS ONLY
Projector & Screen (Room 1 only)
Video Conferencing (Room 1 only)

EVENT SUPPORT ITEMS
Easel
Flipchart & markers
Riser (6 max)

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

TERMS AND CONDITIONS
Holiday labour pay at double the above rate.

CRAFT SERVICES BY CRAVE CATERING
Craft Services by Crave is the on-site provider of all food and beverage items for catered events at the MacKenzie. Rental reductions based on food and beverage purchase are not available.

Download the catering menu

CONTACT
E events@mackenzie.art P 306-526-3070
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.

**EXHIBITION ACCESS** (maximum 25 people)

Hourly for $50
Keep the current exhibitions open to your guests for their viewing pleasure.

**CONTACT**

e: events@mackenzie.art

t: 306-526-3070
THE MOST INTERESTING THINGS IN GALLERIES ARE THE PEOPLE.
BORIS GROYS