



HURON COUNTY MUSEUM & HISTORIC GAOL

FACILITY RENTAL GUIDE

www.HuronCountyMuseum.ca

Huron County Museum
110 North Street, Goderich ON
519.524.2686

FACILITY RENTALS

DO SOMETHING REALLY UNIQUE - HOST YOUR NEXT EVENT AT THE HURON COUNTY MUSEUM OR HISTORIC GAOL!

Whether you require an intimate space for a small meeting or you need to be able to accommodate several hundred, the Huron County Museum would be thrilled to work with you! We have indoor and outdoor rental opportunities available at both our Museum and Gaol locations. Our Museum location is fully accessible and offers free wifi.

Have a creative idea? We want to work with you! We've hosted movie screenings, makers' markets, theatrical plays, educational events, musical events, private functions, television filming crews, photographers, private parties, summer day camps, fitness groups and more!

Contact us today to find out if we're the right venue for you!

CAN WE ASSIST YOU WITH PROGRAMMING?

The Huron County Museum and Historic Gaol offer programs to suit all types of groups. Not sure what you're looking for? We'd be happy to help tailor something to the specific interests and needs of your class, community organization, club or group.

Additional programming fees may apply.

PROGRAMMING

SCHOOL GROUPS

The Huron County Museum offers innovative tours and programs in an ideal setting for students to learn about, and truly appreciate the rich history of Huron County.

All educational programs are informative, inquisitive and interactive. We offer a wide range of choices, all approximately 90 minutes in length, which connect heritage and cultural life in Huron County to the school curriculum.

Programs are available Monday to Friday, year round (unless otherwise stated). Sessions may be scheduled for either morning or afternoon; times are flexible to meet school schedules.

Pre-booking is required.

GROUP TOURS

Special admission rates are available to pre-booked groups of 15 or more visitors during regular hours of operation, or groups of 20 or more after hours. Tours can be tailored to the needs of the group.

COMMUNITY OUTREACH

The Huron County Museum and Historic Gaol present to groups across the County and beyond.

Our staff attends fairs, special events, seniors' homes and schools. We are happy to tailor events and activities to suit the unique needs of your audience.

FACILITY RENTAL SPACES

AVAILABLE SPACES



Museum - Art Loft

Room Capacity: 8-12 persons

Room Description: The Art Loft is located on the second floor. This space is perfect for creative projects, classes and demonstrations. Food and drink are welcome in the Art Loft.



Museum - Boardroom (only available to County & Heritage Partners)

Room Capacity: 10-15 persons

Room Description: The Museum Boardroom is located within the Museum's office area. This space is perfect for small meetings. Food and drink are welcome in the Museum Boardroom.



Museum - Feature Gallery

Room Capacity: 64 persons (depending on current exhibit configuration)

Room Description: Located on the Museum's second floor, the Feature Gallery is accessible and close to washroom facilities. Food and drink are not permitted in the Feature Gallery.



Museum - Lounge

Room Capacity: 40 persons (20-25 persons with tables)

Room Description: The Museum Lounge is located on the 2nd floor of the Huron County Museum. This space is ideal for meetings, creative projects, gatherings and small events. The lounge offers a sink and a refrigerator. Food and Drink are welcome in the Museum Lounge.

FACILITY RENTAL SPACES



Museum - History Hall

Room Capacity: 159 persons

Room Description: History Hall is located on the Museum's main floor. This "O" shaped space is located within the Museum's exhibits and features a 1913 Canadian Pacific Switch Locomotive in the center of the room. This space has previously been utilized for events such as the Goderich Makers Market and is ideal for unique events and events that do not require seating. Capped beverages are welcome.



Museum - Temporary Exhibit Room

Room Capacity: 35 persons (depending on current exhibit configuration)

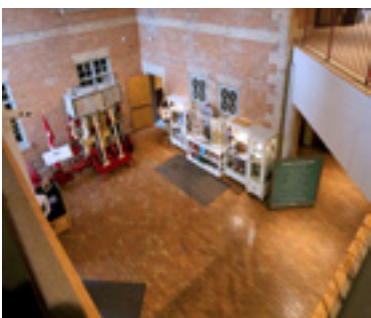
Room Description: The Temporary Exhibit Room is located on the Museum's main floor. Food and drink are not permitted in the Temporary Exhibit Room..



Museum - Theatre

Room Capacity: 73 persons (fixed seating for 58 persons)

Room Description: The Museum's Theatre is located on the Museum's Main Floor. Food and drink are welcome in the Theatre.



Museum - Lobby

Room Description: The Museum's Lobby is located on the Museum's Main Floor. Food and drink are welcome in the Lobby.

FACILITY RENTAL SPACES



GAOL - ALL SPACES

The Museum's Historic Gaol is a unique space that has both indoor and outdoor space available for rent. The Gaol has previously been rented for Makers' Markets, theatrical performances and for use as a photographic venue for film and photography. For all Gaol rental inquiries please contact the Museum for more information.

AMENITIES/ADDITIONAL OFFERINGS

All rental spaces in the Museum are fully accessible.
The Gaol does not offer accessible rental space.

WiFi is available in all of our Museum rental spaces. WiFi is not available at the Gaol.

The Museum maintains a Criterion Pictures Canada movie license for our theatre. Movie screenings can be offered utilizing any movie in their catalogue: www.criterionpic.com

A refrigerator and sink can be found in our lounge.

The Huron County Museum and Historic Gaol is open to exploring new and innovative partnerships and event space usage. If you have a creative idea please share it with us! We are committed to working with you!

SPECIAL CONSIDERATIONS

FOOD & BEVERAGE

Our first priority is to the preservation of Huron County's historic artifacts, for this reason restrictions apply regarding the serving of food & beverage. We welcome you to offer and consume food and drink in our lobby, theatre, mezzanine and lounge. In all other areas of the Museum consumption of food and beverages is prohibited.

Additional restrictions may apply. Please let us know if you are planning to serve, sell or consume food or drink during your event.

FLORAL

Similar restrictions are placed on plants and florals. Garden florals and vegetables are not permitted in the Museum or Gaol. Professional florists arrangements may be permitted. Please consult with staff before bringing any floral or vegetation into the Museum.

FLAMMABLES

Open flame candles are not permitted anywhere in the building. Please consider using electric and battery operated alternatives.

Other flames and fuel sources, such as burners, sternos or other heating elements may be permitted in some areas.

Please consult with staff before using any flammable item anywhere in the building.

ANIMALS

Service animals are permitted on site, however we are unable to allow other pets into the building.

For travelling exhibits or programs that include live animals or specimens, arrangements must be made in advance.

TELL US ABOUT YOUR EVENT

The Huron County Museum's goal is to support the creation of innovative works and events while minimizing risk to staff, patrons, facilities and artifacts. The items/activities listed below are not necessarily prohibited but we would want to know more about how, where and when they will happen in advance of the event. Thank you for your cooperation.

MATERIALS/ACTIVITIES/SITUATIONS	X	COMMENTS
Acrobatics, athletics or aerial events		
Activities that involve markers, paint or art supplies		
Adhesives, glues or sticky materials		
Aerosols or sprays		
Balloons, silly string, glitter, confetti, rice or other fine materials		
Biological materials dead or alive		
Bodily fluids		
Chemicals		
Compressed gases: helium, propane, carbon dioxide, other		
Dance performance		
Dirty, dusty, soiled or odorous materials		
Electrical installations and lighting		
Electronic or traditional cigarettes		
Engines, motors, electric, gas or diesel		
Entertainment (D.J., live band, speaker or performer)		
Flammables, sparks or smoke		
Firearms, weapons or facsimiles		
Food		
Give aways, prizes, awards		
"Home-Made" items		
Heaters, fans or cooling sources		
Lasers, infrared, UV light or Xray sources		
Liquids		

TELL US ABOUT YOUR EVENT

MATERIALS/ACTIVITIES/SITUATIONS	X	COMMENTS
Live or dead plants or animals		
Machinery or equipment		
Merchandise for sale		
Neon installations		
Working crews (please indicate size of crew)		
Outsourced or rented tables/chairs/event decor		
Overhead or hanging objects		
Power or hand tools		
Robotics		
Projectiles or things that might invite throwing (balls, hoops, discs etc)		
Props		
Large set pieces		
Scented products		
Smoke or fog machines		
Special effects, fireworks, and pyrotechnics		
Specialized mechanical or electrical equipment		
Sounds systems, speakers		
Stairs, ladders etc.		
Strobe or flashing lights		
Structures that are tall or could be climbed on		
Weapons, guns, knives, arrows - including models and toys		
Youth under 19 at licensed events		
OTHER		

TELL US ABOUT YOUR EVENT

What is the name of your event?

What is the nature of your event?

What is your name?

What is your organizations name?

Phone: _____ Email: _____

What are your proposed event dates?

What is the estimated time required for the event?

Event Begins: _____ Event Ends: _____

What is the estimated time required before and after the event?

Event Set-Up Begins: _____ Event Tear Down Ends: _____

TELL US ABOUT YOUR EVENT

Will staff or volunteers other than Huron County staff be working at your event?
If yes, please provide all names and roles.

Which area of the Museum are you interested in renting (please check all that apply)?

- Art Loft
- Boardroom *(only available to museum partners)*
- Lounge
- Theatre
- History Hall
- Gaol Interior
- Gaol Courtyard(s)
- Other - please specify: _____

Will your event be licensed? If so please provide a copy of your Liquor license.

Do you require a Museum spokesperson or expert at your event? If so, please elaborate.

Other comments:

Thank you for taking the time to tell us about your event.

A Museum representative will review your application* and contact you shortly to confirm availability and secure your event date.

*Museum representatives may request further information prior to booking.

RENTAL RATES

ROOM RENTALS DURING REGULAR MUSEUM HOURS

County or Heritage Partners	FREE
Non-Profit Groups	\$10 ^{.00} per hour/per room
Others	\$15 ^{.00} per hour/per room

ROOM RENTALS AFTER REGULAR MUSEUM HOURS

County or Heritage Partners	\$25 ^{.00} per hour/per room
Non-Profit Groups	\$35 ^{.00} per hour/per room
Others	\$40 ^{.00} per hour/per room

USE OF SITE AS PHOTOGRAPHIC VENUE

Photographers/Film Makers

.....	\$50 ^{.00} per hour
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Please review our “Film & Photography Guidelines” document available on the Museums website at:
www.huroncountymuseum.ca/film-and-photography

CUSTOM PROGRAMMING

Please contact us for a custom quote.

CANCELLATIONS

For rentals taking place during regular Museum hours 48 hours notice is appreciated and no cancellation fee is required.

For rentals taking place outside regular Museum hours a 50% cancellation fee will apply to rentals giving less than 48 hours notice and the full rental rates apply to those giving less than 24 hours notice.