

## 2014 Facilities Use Rates

### Main Exhibition Hall (MEH)

Seating Capacity: 450

| Number of Persons | Cost      |
|-------------------|-----------|
| 200               | \$750.00  |
| 300               | \$900.00  |
| 400+              | \$1000.00 |

Minimum Facility Fee \$750.00

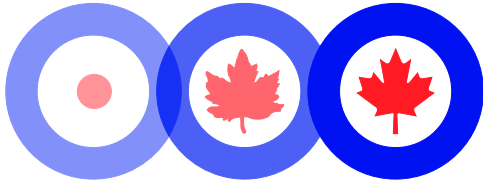
A deposit is not required however, the cancellation fee for bookings cancelled more than 30 days before the scheduled event is \$200.00. For cancellations less than 30 days before the event the cost is 50% of the agreed upon usage fee.

The National Air Force Museum of Canada (NAFMC) facilities usage fee includes the tables, chairs, sound system, staging and podium.

The applicant ***will be responsible for all set up and tear down required by the event***, under the supervision of the NAFMC staff. Set up and decorating can be arranged through the Public Relations Manager at a mutually agreeable time, usually the day prior to the event. Please note: ***all décor materials must be fire resistant and must meet the specifications of 8 Wing/CFB Trenton Fire Department.***

If you are planning a wedding reception during normal Museum operating hours, you need to be aware that the Museum ***will be open to the public***. We will however stanchion off the reception area until after closing time. It is imperative to remember that the NAFMC is a public place and respect must be given to our guests and to the displays and artefacts in the facility.

It is possible to ensure exclusive use of the facility on the day of your event by making a one time donation of \$2500 to the NAFMC in addition to the facilities usage fee.



NATIONAL AIR FORCE MUSEUM OF CANADA  
MUSÉE NATIONAL DE LA FORCE AÉRIENNE DU CANADA  
HOME OF THE RCAF MEMORIAL COLLECTION  
FOYER POUR LA COLLECTION COMMÉMORATIVE DE L'ARC

## **Bar Service**

All liquor service at the NAFMC is provided by 8 Wing/CFB Trenton through the PSP Community Recreation Association. You will need to contact Judi Christopherson, Community Recreation Director, at 613-392-2811 x2349 to make arrangements.

## **Catering Contacts**

You are free to use the caterer of your choice for your special day. Caterers must be licensed and sign a catering agreement with the Museum. If you are unfamiliar with caterers in the area the following have provided reliable and professional services to the Museum for previous events.

**BBQ on Wheels**, Doug & Helen Turpin, 613-395-2961

**Blue Butterfly**, Rebecca Belanger, 613-392-2890

**L&L BBQ Catering**, Leslie & Lou Galeota, 613-395-0097

**Occasions by the Bay**, BillieJo Easterbrook, 613-965-0707

## **Décor and Supplies**

**A Party Centre**, Kingston ON, 613-384-9898

**Crushed Ice Productions**, Deborah Brown, 613-885-4850

**Encore Tents Colborne**, Harry Jeninga, 905-355-2765

**Set the Scene**, Yvon Ménard, 613-968-5962