



**MACKENZIE
ART GALLERY**

WEDDING PACKAGES



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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, Tuesday, Wednesday: 10:00 AM - 5:30 PM

Thursday: 10:00 AM - 9:00 PM

Friday, Saturday: 10:00 AM - 5:30 PM

Sundays and Holidays: 12:00 PM - 5:30 PM

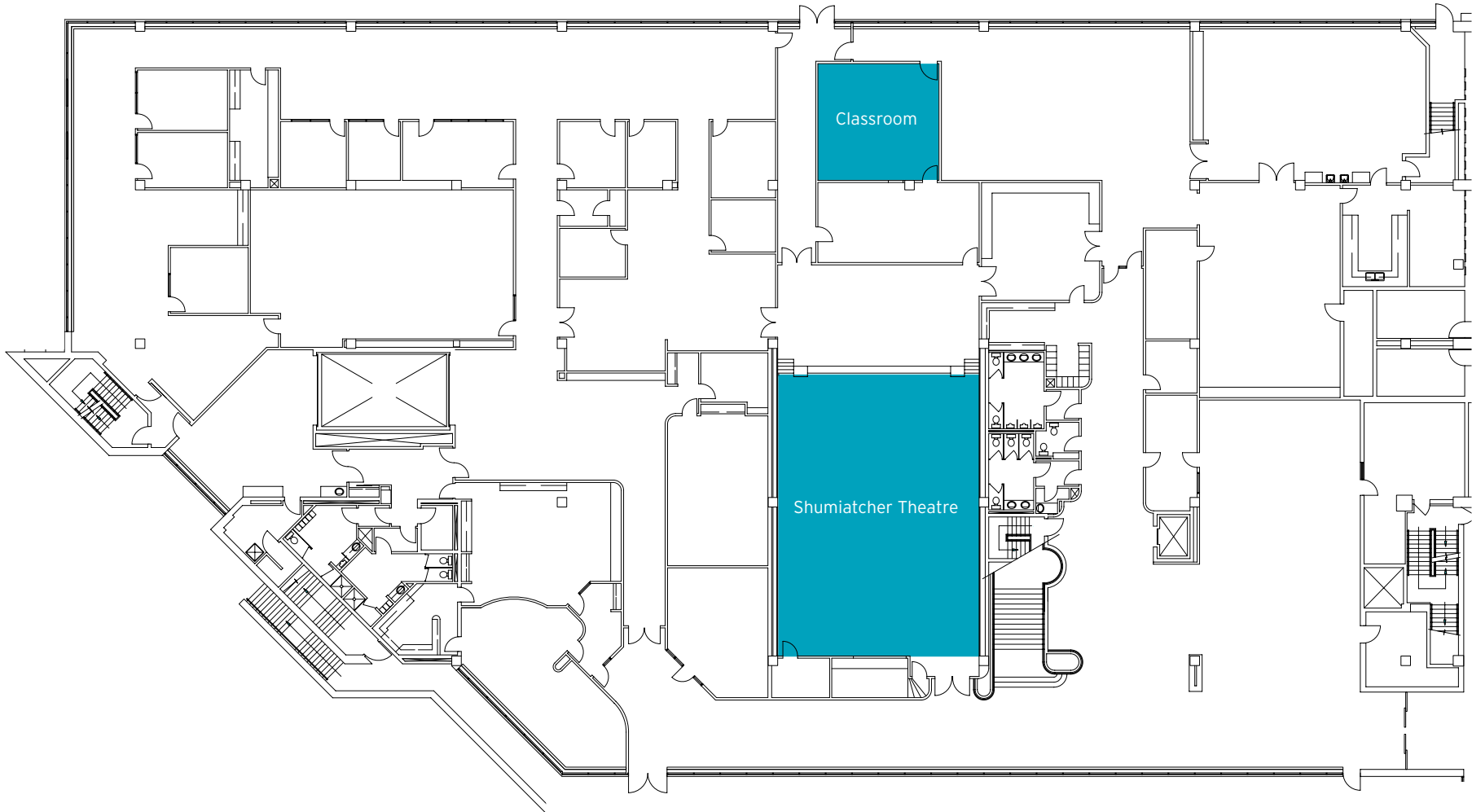
Administration - Monday to Friday, 8:30 AM to 4:30 PM

3475 Albert St Regina, SK S4S 6X6

mackenzieartgallery.ca

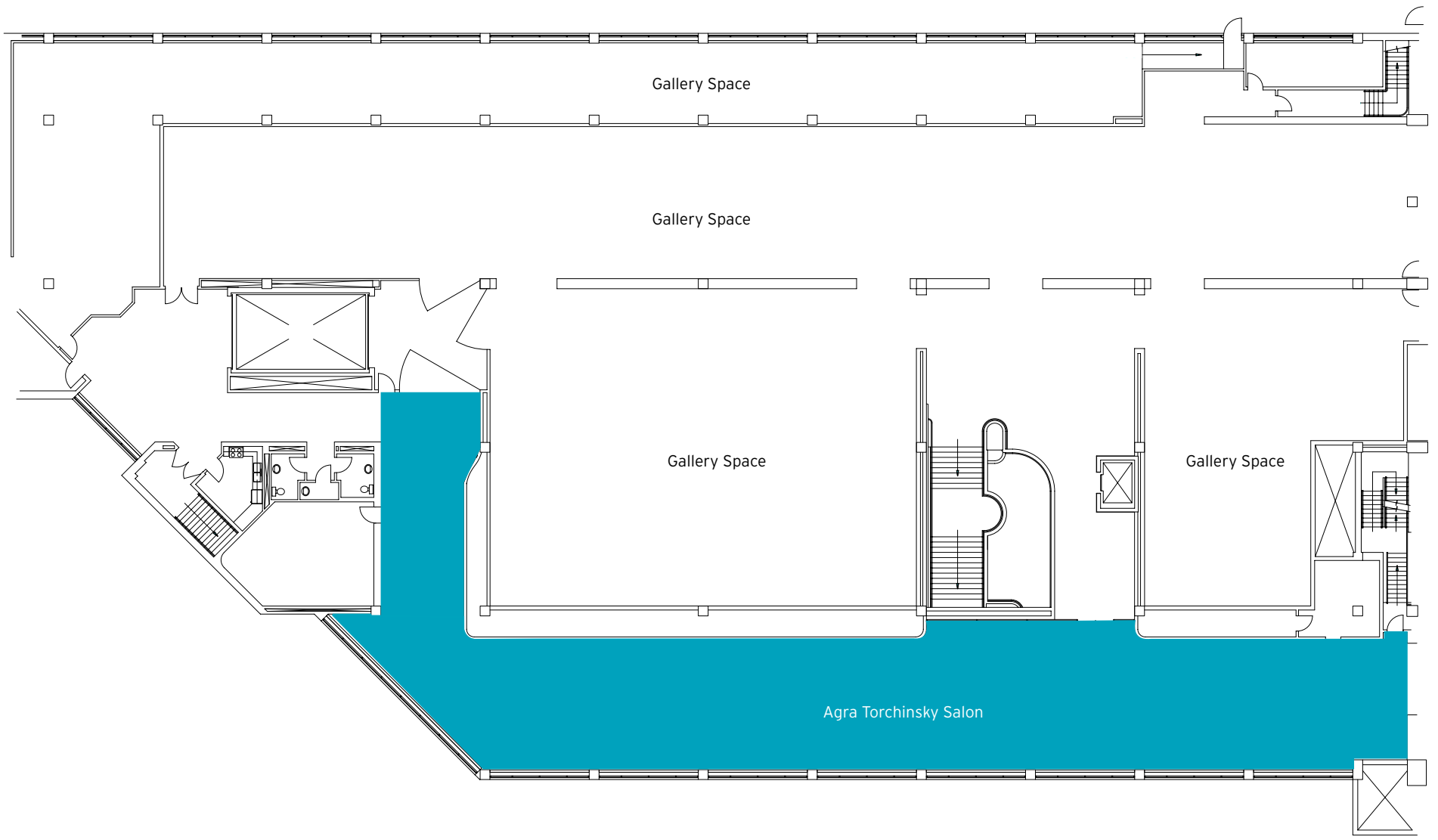
Floor Plan

Main Floor



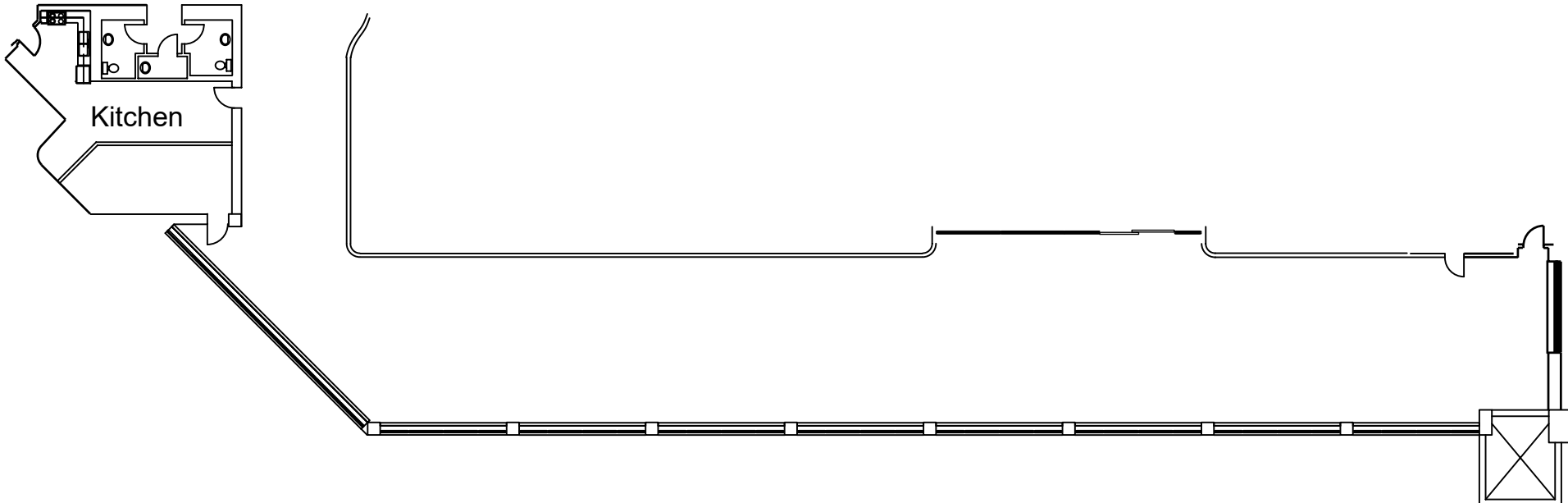
Floor Plan

Second Floor



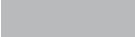
Floor Plan

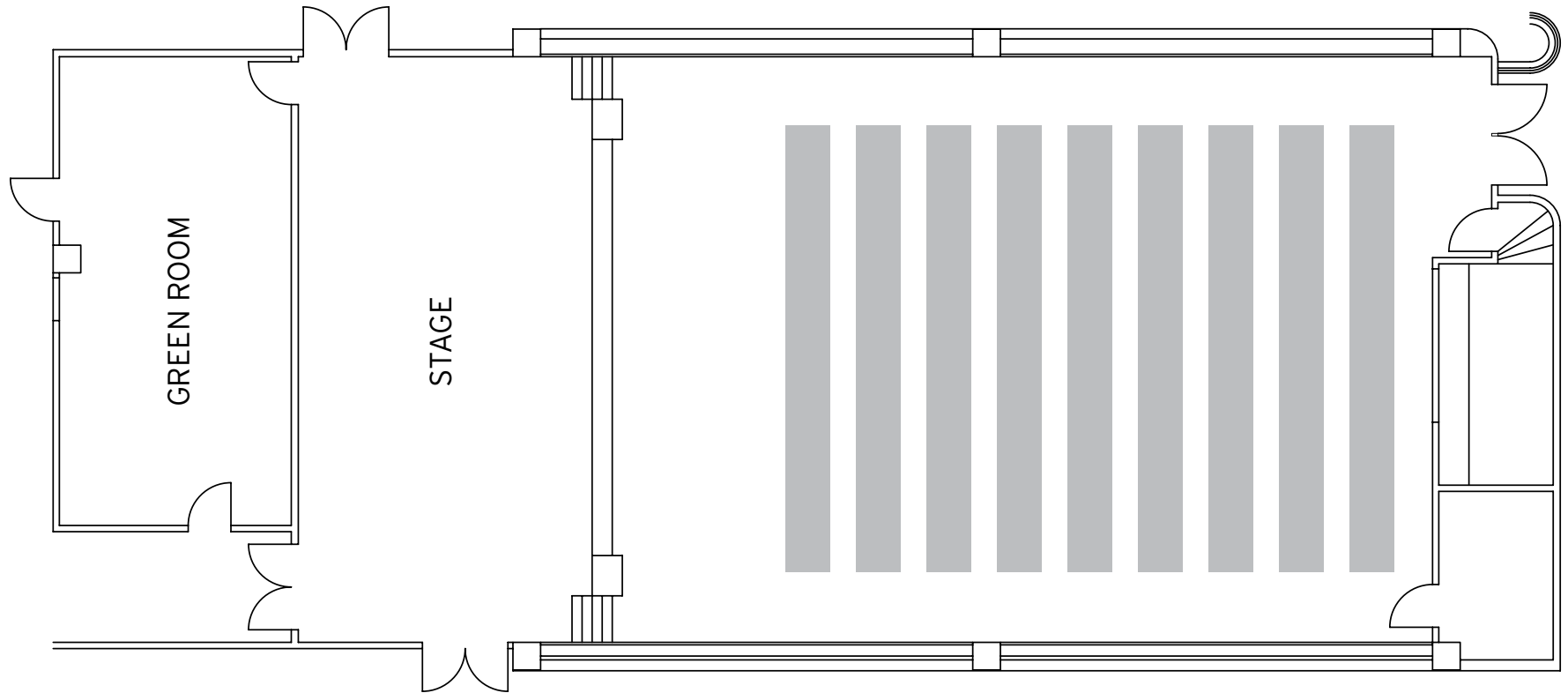
Agra Torchinsky Salon



Floor Plan

Shumiatcher Theatre

 Theatre Seating





Capacity

Seated Banquet Dinner 150

Standing Cocktail Reception 250

Rate

\$2,900

* 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:

- PA system with amplifier, two speakers and mixing board
- CD player/iPod connector
- Podium with integrated microphone
- Up to 4 plinths for your decorating needs
- Up to 6 risers for your head table
- Tables for Gifts & Guestbook
- 2 portable bars
- Catering kitchen with walk-in cooler and commercial oven
- 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)
- Bridal registry service in our Gallery Shop with a 10% discount on all purchases prior to the wedding
- **Dance floor not included**



Capacity

Seated Banquet Dinner 150

Standing Cocktail Reception 250

Rate

\$2,500

* All prices are subject to change.

Dining & Dancing

Package features use of the Agra Torchinsky Salon for Dining & Dancing.

Your Dining & Dancing Package includes:

- PA system with amplifier, two speakers and mixing board
- CD player/iPod connector
- Podium with integrated microphone
- Up to 4 plinths for your decorating needs
- Up to 6 risers for your head table
- Tables for Gifts & Guestbook
- 2 portable bars
- Catering kitchen with walk-in cooler and commercial oven
- 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)
- Bridal registry service in our Gallery Shop with a 10% discount on all purchases prior to the wedding
- **Dance floor not included**



Capacity

Ceremony with Cocktail Reception.....150

Ceremony with no Reception 250

Rate

\$1,700

* 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:

- PA system with amplifier, two speakers and mixing board
- CD player/iPod connector
- Podium with integrated microphone
- 4 plinths for your decorating needs
- 6 risers for your ceremony needs
- Tables for Gifts & Guest book
- Portable bars (2) set-up for your beverage servers
- Catering kitchen with walk-in cooler and commercial oven
- Set-up and breakdown services (6 hours maximum)
- Bridal registry service in our Gallery Shop with a 10% discount on all purchases prior to the wedding



Capacity

Ceremony with Cocktail Reception.....150

Ceremony with no Reception 250

Rate

\$1,000

* All prices are subject to change.

Ceremony

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

Your Ceremony Package includes:

- PA system with amplifier, two speakers and mixing board
- CD player/iPod connector
- Podium with integrated microphone
- 4 plinths for your decorating needs
- 6 risers for your ceremony needs
- Tables for Gifts & Guest book
- Set-up and breakdown services (6 hours maximum)
- Bridal registry service in our Gallery Shop with a 10% discount on all purchases prior to the wedding

IMPORTANT INFORMATION

ACCESS TIMES

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.

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.

AFTER-HOURS EXHIBITION ACCESS

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.

PHOTOGRAPHY

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

Renter must provide a SGLA event permit and certificate of liability insurance for events where alcohol will be served.

All live or recorded entertainment is subject to Society of Composers, Authors and Music Publishers of Canada and RE:SOUND royalty fees. This fee will be charged to the renter and the MacKenzie Art Gallery will remit this fee.

DÉCOR

The Gallery does not provide dance floor, linens, dishware, glassware, catering services or DJ/entertainment services. Recommended service providers can be found on the following page.

Candles may not be lit in the Gallery; electric tealights are recommended.

Floral arrangements must be provided by florists and not from private gardens.

Any hanging decorations in the Salon must be suspended from the hooks provided. Tacks, nails, tape, and adhesive putty may not be used on Salon walls/ceiling.

BOOKING IS CONFIRMED UPON RECEIPT OF SIGNED RENTAL CONTRACT, CREDIT CARD NUMBER AND 50% DAMAGE DEPOSIT. THE FULL RENTAL FEE IS REQUIRED A MINIMUM OF TWO BUSINESS DAYS PRIOR TO THE WEDDING DATE.

CATERERS & SERVICE PROVIDERS

As the Gallery does not provide catering, bar service, table linens, dishware, or glassware, arrangements may be made through one of the Gallery's recommended caterers or a caterer of your choice.

CRAVE KITCHEN & WINE BAR

306-525-8777

www.cravekwb.com

EVOLUTION CATERING & FINE FOODS

306-757-9825

www.ecff.ca

JOE'S EUROPEAN DELI & CATERING

306-347-8221

RUSHTON'S CATERING

306-569-8538

THE SIOUX CHEF

306-501-9004

thesiouxchef@accesscomm.ca

SKYE CAFE AND BISTRO

306-352-7593

www.skyecafeandbistro.com

SPROUT

306-545-5505

www.sproutcatering.ca

A1 RENT-ALLS

306-352-1440

rent@rent1.net

BEAUTIFUL BEGINNINGS

581-7222

beautifulchair@hotmail.com

CREATIVE TOUCH WEDDING DESIGNS

306-949-8152

www.creativetouchweddingdesigns.com

A TYMELESS EVENT

306-550-3340

www.tymeless.ca

CURATE YOUR EVENT!

Additions that will make your experience one-of-a-kind

PLEASE NOTE: ALL PRICES ARE SUBJECT TO CHANGE

EXHIBITION TOUR (maximum 25 people)

MacKenzie tours are a perfect group activity. Take full advantage of the MacKenzie's facilities and resources by taking a private guided tour of our current exhibitions.

30 minute tour \$60

HANDS ON ART ACTIVITY (maximum 25 people)

Create a piece of art in our studio workshop!

30 minute activity \$80

EXHIBITION TOUR & ART ACTIVITY (maximum 25 people)

60 minute consecutive tour / art activity \$120

VAULT TOUR (maximum 10 people)

Get a behind the scenes tour of the Vault, home to more than 4,500 works of art! See how the MacKenzie stores its permanent collection. Call to request additional information.

30 minutes \$200

EXHIBITION ACCESS AFTER 5:30 PM

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

Hourly \$50

LICENSES AND PERMITS

SLGA Permits www.slga.gov.sk.ca

Host Liability Insurance [contact your Insurance Broker](#)

SECURITY

Additional security is required for any events, set-up or take down taking place after 5:30 pm daily, and before 8:30 am Monday - Friday, 10 am Saturday, 12 pm Sunday, unless otherwise stated.

Salon - Second Floor \$100 / Hour

Main Floor Spaces \$75 / Hour

PARKING

Visitor parking in Lot 1, two hour maximum.

Parking passes are available for week day access for groups of 50 or less in Lots 1 and 2. For weekend access no passes are required.

ADDITIONAL ITEMS FOR USE

Bar(s)	LCD projector and screen
Corded microphone	Podium
Cordless microphone	Polycom phone
Extension cord	Power bar
Flip charts and markers	Risers

Description	Size	Quantity
LARGE ROUND TABLE (8 TO 10 CHAIRS)	60" x 30" tall	25
TALL BISTRO TABLE	30" x 43" tall	5
SHORT BISTRO TABLE (4 CHAIRS)	36" x 39" tall	14
LARGE RECTANGLE TABLE	32" x 29" x 72"	23
CHAIRS	N/A	230

FACILITY RENTAL PROCESS

HELPFUL HINTS FOR A SEAMLESS BOOKING

You've made the inspired choice to select the MacKenzie Art Gallery for your event venue. What are the next steps?

Review the Facility Rentals or Wedding Package as applicable to your event.

Packages are available online at: www.mackenzieartgallery.ca/visit/room-rentals or in hard copy at the MacKenzie Art Gallery Security desk.

In lieu of an appointment to view spaces, feel free to come by the Gallery at your leisure. Security can direct you if needed.

CLEAN UP CHECK LIST

- Counter tops wiped down
- Microwave cleaned and wiped
- Oven(s) cleaned and wiped
- Tables in the kitchen wiped down
- Tables in Salon wiped down
- Bar wiped down
- Ice removed from the bar sink
- Bar drain bucket dumped
- Garbage picked up off the floor

CONTACT US

Once you are certain a space is suitable for your event, contact the Events & Rentals Coordinator at events@mackenzieartgallery.ca or 306-584-4250, extension 4259

PROVIDE THE FOLLOWING DETAILS

- Room Requested
- Date Requested
- Time you will enter the venue
- Time your event will start
- Time your event will end
- Time you wish to exit the venue
- Style of event: meeting, reception, training
- Number of attendees
- Your details, including any company names, billing address, and contact numbers/ email

- Full garbage bags left in the kitchen
- Recyclable bottles in designated bins
- All empties removed
- Decorations removed
- Floral arrangements disposed of or removed
- Upstairs bathrooms tidy
- Items being picked up next day must be packed up and placed to the side.

NOTIFICATION

You will then be notified if your request can be accommodated. A Facility Rental Contract will be provided to you for review and completion. We may ask for additional details in regard to your booking.

CONFIRMATION

In order to confirm your booking, you will be required to provide a completed Facility Rental Contract and a damage deposit of 50% of the rental fee to the Events & Rentals Coordinator.

PAYMENT

The full rental fee is required no later than two business days prior to your event.

BECOME A MEMBER

Join the Mackenzie Art Gallery today to experience our outstanding exhibitions, programs and events in a whole new way.

Visit mackenziemembership.com for more information.