



NANAIMO MUSEUM

Tips for a Successful Event!

- There is a lot to remember when planning an event - here are some of the most frequently forgotten items & details that we've seen over the years:
 - Extension cords & power bars
 - Lighters, tape for cords on the floor, skirting for tables
 - Serving spoons, ladles, bottle openers, corkscrews, napkins, ziplocks
 - Ice bins for bar service, bar cloths, change/float for the bar
 - Ground coffee, teabags, cream/sugar, stir sticks,
 - Front door greeter(s), registration table people, clean-up crew
 - Signage for the doors, parking areas, etc
- Be sure to test out your audio-visual equipment & music beforehand. Right before your big event is a bad time to realize your Mac laptop won't connect to our speaker system! Your rental coordinator is happy to arrange a time to test your technical plans and make sure everything runs smoothly.
- If you are a main participant in your event, it is helpful to appoint someone as the on-site person to help you deal with "day of" issues and decisions. For example, a bride might want to appoint a trusted friend, relative, or member of the bridal party to liaise with museum staff, caterers, equipment suppliers etc in order to relax and enjoy her reception without interruption.
- Check in often & ask lots of questions! Keeping us in the loop ensures we don't run into any issues. Don't assume the museum has a piece of equipment, or that something not discussed will be acceptable. We are here to answer any questions you may have, and are happy to help problem solve with you!
- Plan your clean-up crew in advance! The museum does not provide bussing or any other clean-up services. Everything should look like it did when you got here with anything that isn't taken away the night of the event tucked away neatly in the program room for pick up the next day. No one wants to be left with a big mess at the end of the night and no one to help!

FAQs

Are we allowed food & drink in the Museum?

Yes! You are welcome to have food & drink in most areas of the museum. For catered events, we have signs on the exhibits reminding people to please ensure their food and drink doesn't get put on the exhibits. The museum staff will periodically do "rounds" to make sure people remember to be respectful of the space. And of course, they would be more than happy to be offered a plate of food if there is extra!

Don't forget - If you want to serve alcohol, you will need a Special Occasion License (SOL from the BC Liquor Distribution Branch. You can apply online at <https://solo.bcldb.com/>

Can we have music at our event?

Yes! The Museum is able to play CDs or stream music from online through our surround sound system in the gallery. We also have a small stereo for the program room or other areas. While the museum has a limited selection of CD's, the renter is responsible for choosing, playing and/or streaming of music.

Live music or a DJ is welcome, however the renter/musician must supply all equipment needed for this purpose. Your rental coordinator can advise you on the best set-up options for this.

What type of decorations are allowed in the Museum?

Generally, most decorations are fine as long as they do not interfere with the exhibits. One of the benefits of hosting your event at the museum is that the space is already full of things to look at! Also, our lighting tracks are all independently adjustable, allowing options such as a photo area, having the area above the food or speaker be lighter, or having a darker area for a dance floor.

Candles must be approved prior to event, enclosed in glass, and not placed on exhibits. Certain kinds of tape are acceptable as long as it doesn't leave a sticky residue on cases & floors or pull paint off the walls.

Please no confetti, glitter, or other small hard to clean-up items!

Anything that needs to be hung with a ladder will require pre-approval and a museum staff person due to liability issues. Depending on how many items/the difficulty of hanging the museum may charge an extra fee for this service.

Will a staff member be present for my event?

At least one staff person will be on-site for the duration of your event. They will get you settled in, make sure everything is set-up as discussed, and provide assistance regarding the facility or gift shop. They will check in with you periodically, do a walk-through with you afterwards, and lock up when you are done. If you are having food, they are always grateful for a plate!

What Audio-Visual equipment does the Museum have?

Main Gallery:

- Surround sound speakers with wireless microphone
- 60" TV Presentation Screen

Program Room

- Podium with built in speaker & microphone
- Portable projector connected to a laptop on a cart
- Conference Phone

Please contact the rental coordinator prior to your event to discuss technical needs & arrange a time to test out the equipment.

What options are available for tables?

The museum has selection of tables available and they are included with your rental fee. We are also able to borrow others from the conference centre if available. You can see examples of the tables in use in our online photo gallery. Tables include:

- 6ft White/Gray folding tables (up to 10)
- Tall round "cruiser" tables (4 on-site, more available upon request)
- Dark wooden "bar" tables (4)
- 6ft Large round tables (Seats 10 max - as available)

Please note, we do not provide linens for the tables. Your caterer or a party rental supplier can assist with those items.

We are happy to answer any questions you may have! Please call Becka at 250-753-1821 or email rentals@nanaimomuseum.ca for more information.