

## McKay Avenue (Archives and Museum) Rental Rates

Rental Space	Weekdays 8:30 a.m. - 3:30 p.m.	Evenings 5-10 p.m.	Weekends between 8 a.m. - 10 p.m.
Third Floor Legislative Assembly Hall	\$800	\$2400	\$2400/5 hours
Alberta Room	\$400	\$1250	\$1250/5 hours
Reading Room	\$400	\$1250	\$1250/5 hours
Inspector's Room	\$400	\$1250	\$1250/5 hours
Northwest Territories Room	\$400	\$1250	\$1250/5 hours
The Theatre	\$400	\$1250	\$1250/5 hours
Photo Session	n/a	\$1050/3 hours	\$1050/3 hours
Table Cloth Rental	\$10 per cloth		

### All Rates Subject to Change

### Additional Fees

The fees apply when a Rental Group requests changes or cancels an existing permit or booking. All changes or cancellations must be communicated through the messaging portal of your permit on our online booking system, eBase.

Fee Type	Rate
<b>Permit Administration Fee</b>	\$25
<b>Cancellation Fee</b> - More than seven days notice	\$25
<b>Cancellation Fee</b> - Less than seven days notice	\$50
<b>No Show</b> - groups who fail to provide 24 hours notice of cancellation and fail to arrive 5 minutes before the start time indicated on the permit	Non-refundable

### 5% GST will be applied to all rates and fees

**A permit** refers to a document issued by the Division granting a Rental Group permission to use Division property for non-recreational rental purposes. **A booking** refers to a rental event or date on a permit. A permit may have one or more rental events.

For additional information, please contact: Archives and Museum at 780-422-1970 or email [archivesmuseum@epsb.ca](mailto:archivesmuseum@epsb.ca).