

## FACILITY RENTALS

BATA  
SHOE  
MUSEUM  
TORONTO, CANADA  
BATASHOEMUSEUM.CA

### A Special & Unique Events Venue

With our spectacular four-storey atrium, 42-foot-high art glass window, 2500 square feet of venue space with terrazzo marble floors, two Studio spaces, enclosed Courtyard, Galleries and Exhibition spaces, the Bata Shoe Museum provides a unique environment for any special occasion or event. This contemporary space, designed by world renowned architect Raymond Moriyama with its impeccable details forged in glass, steel, leather and wood, will inspire your guests and set your event apart. Winner of a City of Toronto Urban Design Award, the Bata Shoe Museum offers a dramatic setting for corporate events, fashion events, press conferences and all forms of entertaining.

Our two intimate studios, Footprints and St. Crispin's, are equipped with audio visual resources and are ideal for intimate corporate functions, film screenings, workshops and team building exercises. The four-storey atrium space is ideal for cocktail receptions, as well as for formal seated dining.

#### CONTACT:

Victoria Pereira

Facility Rental Coordinator

416-979-7799 x 243

[specialevents@batashoemuseum.ca](mailto:specialevents@batashoemuseum.ca)

327 Bloor St. West

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## Seeing Is Believing

To schedule a venue visit or to get more information please contact Victoria by email at [specialevents@batashoemuseum.ca](mailto:specialevents@batashoemuseum.ca) or by phone at 416 979 7799 x 243. When doing so please include the date you wish to have the event and the number of guests.

Once it has been determined that your date of interest is available, a draft venue rental contract will be provided for your review. We do not formally hold dates, a final event date is considered confirmed and secured with a duly signed Venue Rental Contract and with a 50% Deposit, paid by cheque, debit card (in person), cash or credit card (American Express, MasterCard or VISA).

### Plan your event

Once your event date is confirmed, you can then make arrangement with caterers and suppliers on our Preferred List to receive information and quotes on all aspects of your event including food, beverages (alcohol & non-alcohol), event staffing, rentals (tables, chairs, linens, glassware, etc.), décor and entertainment.

Your selected caterer will detail in their quotes the Venue Commission Fee (HST exempt), or as some venues refer to it, the Landmark Fee or the Heritage Fee, a 15% industry standard surcharge, levied by the venue on all catered food, beverage & event staffing costs.



## Additional Facility Rental Information

### VENUE CAPACITY

After the museum's daily public visiting hours, we can accommodate stand-up receptions for up to 260 guests, and formal sit-down dinners for 120 guests on multi-levels. During public visiting hours, we can accommodate stand-up functions for up to 40 guests, board room style meetings for up to 25 guests or theatre style functions for up to 35 guests.

### MUSEUM PUBLIC VISITING HOURS

Mondays to Wednesdays, Fridays & Saturdays: 10:00am-5:00pm; Thursdays: 10:00am-8:00pm; Sundays: Noon-5:00pm

### FEES & PAYMENTS:

#### VENUE COMMISSION FEE / LANDMARK FEE

A 15% Venue Commission Fee (some venues refer to it as a Landmark Fee or Heritage Fee) will be included in your quotes from your selected caterer. The 15% Landmark Fee is calculated on your event's catered food / menu, beverage (alcohol & non-alcohol) & event staffing costs, and it is collected by your selected caterer as a commission to the venue. The VCF is HST exempt.

#### EVENT SECURITY

Security requirements for your event will depend on the size and scope of your event, and will be determined by the Bata Shoe Museum. The minimum number of security guards for each event is 1 guard per 70 guests. Security guards required are \$30.00/hour (minimum 5.0hrs) for the duration of your event, additional security may be required depending on the type of event held and will be detailed in the rental contract.



## ON-SITE STAFF SUPERVISOR

The On-Site Supervisor will oversee the venue for the duration of your event; they will assist you, your guests and contracted suppliers with anything museum-related and with all aspects of your event.

## BOOKING & PAYMENT POLICY

In order to secure your preferred event date(s), a deposit of half (50%) of the Venue Rental Fee is required, along with a complete, duly signed Venue Rental Contract. The remaining balance of the Venue Rental Fee is due two weeks prior to the booked event date. If an event is booked less than one month prior to the event date, 100% of the Venue Rental Fee is required to confirm the booking.

Venue Rental Fees are refundable if notification is received in writing at least three months prior to the date booked. A \$300 cancellation fee will be charged. If the event is cancelled less than three months prior to the event, the deposit will be forfeited. If the event is cancelled less than one month prior to the event, the entire Venue Rental Fee will be charged to the booking client. Contract obligations for catering and entertainment services will be the sole responsibility of the client.

Final payments are due by cheque, credit card (VISA, MasterCard, and American Express), debit card (in person) or cash. Events cannot take place without payment of the entire rental fee and duly signed contract.

## CHARITABLE ORGANIZATION DISCOUNTS / NOT FOR PROFIT GROUP DISCOUNTS

The Bata Shoe Museum is proud to offer our community discounted venue rental pricing to registered charities and to not-for-profit organizations. We assist dozens of groups each year with their fundraising initiatives and their public awareness campaigns. Ask our Facility Rentals department for details on our discounting program.

## EXHIBITION SPACES

Exhibitions featuring different footwear themes are mounted throughout the year. There is always something new to explore at the Bata Shoe Museum. At no additional cost access to the galleries is available to your guests during your special event.

## ALCOHOL SERVICE & SPECIAL OCCASIONS PERMITS (SOP)

A Special Occasion Permit (SOP) from the LCBO must be obtained when alcohol is served. Our event coordinator or your caterer can assist in this process. Please allow 14 business days prior to your event for processing the permit form. Only designated, Smart Serve Certified bar staff will be permitted to provide bar service during events.

## AUDIO VISUAL EQUIPMENT AVAILABLE

The Museum owns standard presentation equipment, which can be made available for use with a venue rental, \$50+HST will be applied to the contract fee for use of a LCD projector. Should an outside A/V supplier need to be contracted, the retail pricing of that supplier will apply. An in-house Audio Visual Operator can be booked in advance for a flat fee of \$120

Full Venue Total Square Footage: 2500 square feet

St. Crispin's Level: 1800 square feet

St. Crispin's Foyer: 1200 square feet

St. Crispin's Studio: 600 square feet

Footprints Studio: 650 square feet



# The Bata Shoe Museum

## VENUE PRICING



	Stand-Up Reception maximum capacity	Theatre Style Seating maximum capacity	Formal Seated Dinner maximum capacity	Rental Rate, daytime before 5:30pm and includes first 3hrs	Rental Rate, evening after 5:30pm and includes first 5hrs	Rental Rate per additional hour or partial hour
Footprints Studio	35	30	25	\$595.00	\$985.00	\$95.00
Footprints plus Upper Lobby	60	n/a	n/a	n/a	\$1500.00	\$95.00
St. Crispin's Studio	40	35	30	\$595.00	\$985.00	\$95.00
Lower Lobby	120	75	65	n/a	\$1800.00	\$95.00
Full Lower Level St. Crispin's Studio plus Lower Lobby	200	140	95	n/a	\$2500.00	\$95.00
Full Venue Rental	260	n/a	120	n/a	\$3250.00	\$95.00