

Campbell House Museum Venue Rental Package



Photo by Hector Vasquez

Campbell House Museum, 160 Queen Street West, Toronto M5H 3H3

For more information, contact: 416 597-0227 ext. 2 sarah@campbellhousemuseum.ca

Campbell House Museum is a historic house located in the heart of downtown Toronto at the northwest corner of Queen and University Avenue, beside Osgoode Subway Station. An outstanding example of Georgian architecture, the house sits in a small park surrounded by trees and flower beds, creating a beautiful outdoor setting in the spring and summer months.

With 11-foot ceilings, dark pine floors, and 8-foot windows, combined with an elegant curved staircase plus cozy fireplaces in winter, Campbell House creates the perfect space for events. The house itself can be used in its entirety or select rooms only, depending on the size and style of the event.

House History and Background

Built in 1822, Campbell House is the oldest surviving building from the Town of York. Saved by The Advocates' Society from demolition and moved to its current location in 1972, Campbell House was home to Chief Justice William Campbell, who in 1826 presided over the trial of the rioters who destroyed William Lyon Mackenzie's printing press – a significant early test for freedom of the press in Canada. The classical house with surrounding park is a contrast to, and a stage from which to contemplate, the urban scene arrayed before it: the skyline of office towers and rising condos, City

Hall and the courts, University Avenue, and the retail and cultural strip of Queen Street West. The museum is operated by the Sir William Campbell Foundation and the park is maintained by the City on land leased from The Great-West Life Assurance Co.

Event Spaces

See our website for photographs of event spaces: http://www.campbellhousemuseum.ca/?page_id=128

The Ballroom

The elegant Georgian proportions of the second floor Ballroom make this our most adaptable and grandest space. The Ballroom, with its high ceilings and 5 large windows, allows for great flexibility for rentals and décor. **Capacity:** 70 standing, 60 theatre-style, 50 sit-down dinner

Historic Dining Room

The original Dining Room in the house, located off the main foyer, is where Sir William and Lady Hannah would have taken their evening meal and entertained important members of the Upper Canada's social and political world. One of the most formal and refined rooms in the House, it has just the right qualities for an intimate wedding ceremony (maximum 30 guests) or a small cocktail reception. **Capacity:** 34 standing or seated theatre-style

Withdrawing Room

Painted yellow and green, this cheerful room was the ideal spot for Hannah and her female guests to withdraw to after a meal, allowing the men to remain in the dining room to discuss matters of politics and government. Today, the Withdrawing Room is the perfect space for hosting a cocktail reception or an intimate wedding ceremony. **Capacity:** 34 standing or seated theatre-style

Robinette Room

Named for the first President of The Advocates' Society, the Robinette Room features a large open fireplace and more contemporary decoration while still retaining that traditional feel of Campbell House. This room is ideal for dinners and/or dancing. **Capacity:** 45 standing or 30-35 comfortably for a sit-down dinner

Historic Kitchen

With its original brick floor and open hearth, the Historic Kitchen has an intimate atmosphere with candlelight and a roaring fire. It is conveniently located adjacent to the Robinette Room so guests can enjoy cocktails in the Historic Kitchen, then withdraw to the Robinette Room for dinner. The Historic Kitchen can also be used together with the Robinette Room as an interconnected party space with up to 88 guests. **Capacity:** 43 standing, 20 theatre-style, 20 sit-down dinner

Exclusive Use of House

The option of incorporating all of the rooms listed above, plus both the main floor and second floor foyers, is a wonderful solution for larger cocktail receptions, allowing guests to explore and enjoy the entire house throughout the event. **Capacity:** 150 throughout house

Grounds

During the spring and summer months the grounds surrounding Campbell House are an ideal location for hosting larger outdoor ceremonies or events. The groves of trees, when in leaf and adorned with twinkle lights, create a beautiful and romantic wedding location. A rain plan must be discussed prior to the event; we recommend renting a tent for any outdoor event. **Capacity:** 200 guests for a stand-up reception, 100 guests under a tent for a sit down dinner.

All Rental Fees Include:

The rental fee includes the spaces selected for your event and the use of the following in-house equipment at no additional charge. Please note that no other equipment, staffing, or services are covered in this cost.

- 60 chiavari chairs
- 4 six-foot rectangular tables
- 4 eight-foot rectangular tables
- 5 five-foot-diameter round tables (seats 8-10 guests)

Room Rental Pricing

Please inquire about specific pricing.

Catering

For your food and beverage needs, we have compiled a list of full-service catering companies. Your caterer must be chosen from our exclusive list. Our catering companies work closely with museum staff to ensure a seamless event and the preservation of the historic house.

We encourage you to speak with more than one caterer to determine which company is best for you and your event. You are welcome to request a quote from all our suppliers, with no obligation of booking the space.

Your selected caterer will function as your event planner or work together with your own planner. The caterer will oversee rental items, staffing, menus and floor plans, along with any other needs. Additional planning and decor services may be available through the caterers, so please inquire directly with each of them.

Please note that our caterers will apply a 10% landmark fee to your final food and beverage invoice, which they submit to the museum, as a standard industry practice to support and maintain the historic building.

Exclusive Catering List:

Toben Food by Design: Meg Levinson 647-344-8323 meg@tobenfoodbydesign.com tobenfoodbydesign.com	Marigolds & Onions: Amy Brown 416-256-4882 ext. 334 abrown@marigoldsandonions.com www.marigoldsandonions.com
Daniel et Daniel Catering: Megan O'Quinn 416-968-9275 ext. 14 campbellhouse@danieletdaniel.ca www.danieletdaniel.ca/	A La Carte Kitchen: 416-971-4068 info@alacartekitchen.com www.alacartekitchen.ca

Event Equipment Rentals

The rental of the event space does not include additional equipment rentals and linens. Providers of these services must be chosen from Campbell House exclusive suppliers list. Our caterers will coordinate directly with these suppliers and include rental items and linens in their quote.

Please note that any additional services and rentals needed for your event that are not on our exclusive suppliers lists must be discussed with the venue before booking.

Please confirm your contract with the tent company at least 4 weeks in advance of the event so that the tent company has sufficient time to arrange for "locates" to be done in the garden by Ontario One Call.

Exclusive Suppliers List:

Rentals: Chair-man Mills Corp. 416-391-0400 http://www.chairmanmills.com	Tents only: Event Rental Group John Gal 416-759-3110 jgal@advancedtent.com https://www.eventrentalgroup.com
Tents only: Yukon Tents and Event Furnishings Adam Richie 416-787-0652 adam@yukonevents.com	

Audio Visual Equipment

The rental of the event space does not include audio visual equipment and services, such as microphones, projectors, sound systems or lighting. Clients are welcome to bring in their own DJ, band and/or other performers, but the sound and lighting systems required must be rented directly from our exclusive suppliers list. Bands, DJ's and/or other performers are permitted to bring their own equipment or rent equipment through one of our exclusive suppliers. Depending on the size and style of event this must be discussed with the Director/Curator prior to booking.

Please note that if you play live or recorded music at your event, you are required by law to pay a SOCAN fee, which the venue will collect from you in advance and pay on your behalf.

Exclusive Suppliers List:

<p>Fortis Consulting:</p> <p>Sean Fortis 647-292-5015 shawfortis@rogers.com</p>	<p>01 System Studio:</p> <p>James Meier 416-891-3039 http://www.01systemstudio.com/index.html</p>
<p>Pandor Productions Audio/Visual:</p> <p>Chris Shaw 416-798-9293 ext. 231 cshaw@pandor.com http://www.pandor.com</p>	

Hotel Accommodation Suggestions

We suggest the following hotels because of their proximity to Campbell House. All reservations are to be made through each hotel directly.

<p>Shangri-La Hotel Toronto 647-788-8888 http://www.shangri-la.com/toronto/shangrila/</p>	<p>Hilton Toronto 416-869-3187 http://www3.hilton.com/en/hotels/ontario/hilton-toronto-TORHIHH/index.html</p>
<p>Sheraton Centre Hotel Toronto 416-361-1000 http://www.sheratontoronto.com</p>	<p>Fairmont Royal York Toronto 416-368-2511 http://www.fairmont.com/royal-york-toronto</p>
<p>The Beverley Hotel Toronto 416-493-2786 http://thebeverleyhotel.ca</p>	

Possible Additional Costs

SOCAN Fee:

Required by law for the playing of live or recorded music. The fee, which depends on room size and whether with/without dancing, is generally less than \$60.

City of Toronto Noise By-Law Exemption Permit and by-law officers:

Required for amplified music outdoors. Cost depends on running time of the event. See link below for details.

<http://www1.toronto.ca/wps/portal/contentonly?vgnextoid=548cabeba4471410VgnVCM10000071d60f89RCRD&vgnextchannel=2e4732e2e7741410VgnVCM10000071d60f89RCRD>

Corkage Fee / Special Occasion Permit for alcohol consumption:

Depending on how the alcohol is purchased, through the caterer or by yourself, different fees will be charged. See section entitled 'Bar' below for details.

Optional use of Campbell House china, cutlery and glassware:

If you are hosting a smaller event (50 guests or less), we offer the optional use of Campbell House china, cutlery and glassware for \$100 dollars. Please discuss this option with your caterer, as they will help you decide what is most appropriate for your event.

Bar

Provincial regulations require that the alcohol for your event is purchased and served under a licence. This may be the caterer's licence (if the caterer has one) or a Special Occasion Permit (S.O.P.) that you obtain prior to the event through the Alcohol and Gaming Commission of Ontario. S.O.P. application forms can be downloaded from the AGCO website (http://www.agco.on.ca/forms/en/1575_a.pdf) or picked up at any LCBO outlet.

You have various options to handle your bar. Please discuss options with your caterer, who will help determine what will work best for your event. The caterer will also provide you with all beverage and bar rates and information about glassware.

After discussing bar options with your caterer, you may decide to purchase your own beer, wine or spirits with an S.O.P. If so, please note that Campbell House Museum will charge a \$5/person corkage fee, based on the final guest count that you provide to the caterer. Campbell House will send you an invoice for this fee in the week before the event, to be paid before the day of the event.

All bar service will be provided and staffed by your choice of catering company. Only the bartenders provided by the catering company will be permitted behind the bar during the event.

Staffing and Security

At least one member of the museum staff must be present at all times during the event. As the person most familiar with the facility, the museum staff person is responsible for opening and closing the house, providing access to the caterer and other event service providers, and liaising with you and with the event

service providers to ensure smooth running of the event. The museum staff person is also responsible for the safety of the museum and its artefacts. Depending on the scale and nature of your event, you may require more than one museum staff person on site.

Please note that members of the museum staff are not security guards (although the charge is described as a security fee). If, in discussion with Campbell House, it is determined that your event requires security guards, you must contact and hire these before the event, at your own cost.

The security charge of \$25/hr for the Campbell House staff person(s) applies only when an event is held outside of the museum's regular operating hours.

House Tours

During your event, museum staff are happy to provide a tour of Campbell House for your guests. These tours are offered at no additional cost and normally run for about 20 minutes. They will encompass a short history of the house and of Sir William Campbell and his work. If you would like to offer a tour to your guests, please discuss this before the day of the event with staff in the museum office so that we can be prepared for you on the day.

Parking and Accessibility

We have a very limited number of parking spots that can be reserved for the wedding party or other special guests (5 cars or fewer). Otherwise, there is no onsite parking available at Campbell House. For your guests, pay-to-park service is available at an underground municipal Green P parking lot located one block east of Campbell House, at City Hall (100 Queen Street West), below Nathan Phillips Square; parking lot entrances are off Bay Street and off Queen Street West. An additional underground parking lot is available below the Four Seasons Centre for the Performing Arts, kitty-corner from Campbell House; its parking lot entrance is off York Street. There may be street parking on the west side of University Avenue and on St Patrick Street, depending on the day and time. Campbell House is located directly beside the TTC's Osgoode subway station: Take the northwest exit from the station to street level, or the elevator to street level at the Four Seasons Centre for the Performing Arts at the southeast corner.

Campbell House is not fully accessible by wheelchair. There is a ramp to the back door which will provide access to the main floor, however the primary rental spaces are on the second floor or lower level. There is no elevator for the facility. The washrooms are located only on the lower level.

Booking the Venue

We would be happy to put a date on hold for you at no cost while you have the opportunity to contact our suppliers. Please note that all holds are valid for one week, after which time they will automatically expire. We also recommend that you contact the museum office to set up an appointment to view our venue and to obtain a quote from Campbell House covering the cost of the room rental, staffing, along with any additional costs for your event. To secure a date we require 100% of the room rental fee.

Contact Us

Campbell House Museum is located at 160 Queen St West, at the northwest corner of University Avenue and Queen Street West, kitty-corner to the Four Seasons Centre for the Performing Arts.

Should you have any additional questions or would like to visit for a site inspection, please do not hesitate to contact us at 416-597-0227 ext. 2 or by e-mail: sarah@campbellhousemuseum.ca.