



The Canadian Clay and Glass Gallery | 25 Caroline St. N. | Waterloo, ON | N2L 2Y5
Phone: (519) 746-1882 | Fax: (519) 746-6396

FACILITY RENTAL PROGRAMME

A reception.....an anniversary.....a meeting.....a lecture.....?

Whatever you are planning, the unique style of the Canadian Clay & Glass Gallery and its central location makes a perfect setting for your event!

The Canadian Clay & Glass Gallery, located in downtown Waterloo, is housed in an award-winning building designed by the British Columbia firm of Patkau Architects. At the intersection of Caroline and Erb Streets, it is conveniently close to all major traffic routes into the city. The Gallery features a year round schedule of contemporary Canadian and International clay, glass and enamel exhibitions creating an impressive ambience for your function.

The Gallery is a licensed establishment and will manage all bar/alcohol services in accordance with the Municipal Alcohol Management Policy.

The Gallery is not available during times of installations and de-installations of exhibitions. Please inquire about exhibition dates with the Facility Rental Coordinator; they will assist you with your planning to ensure the success of your event.

Non-Profit organizations receive a 10% reduced rental rate.

THE SPACES

Keith and Winifred Shantz Main Gallery: With its cathedral-like ceiling and 6 main windows looking out to Waterloo Park and Silver Lake the Main Gallery is ideal for social gatherings and cocktail functions with viewings of the Gallery's temporary exhibitions, creating an impressive and entertaining ambience.

Maximum Occupancy: **140 seated/200 standing** with some seating available

Available for Use: 6 PM – 1 AM Mon – Friday, Saturday 5 pm-1 am

Rental Fees: \$295 per hour/ \$100 administration fee will be charged if cancelled after booking. There is a 3-hour minimum for this room.

Douglas T. Wright Education Gallery: This intimate space lends itself to small lectures or seminar groups, business meetings or small cocktail receptions. It has a windowed door that leads to the **John A. Pollock Family Courtyard**.

Maximum Occupancy: **70 standing** with some seating available

Available for Use: 6 PM – 1 AM Mon– Friday, Saturday 5 pm – 1 am

Rental Fee: \$175 per hour /\$50 administration fee will be charged in cancelled after booking. There is a 3-hour minimum for this room.

Ann Roberts Archival Centre: This place is ideal for small meetings, seminars or interrogations. Located on the second floor of the **Canadian Clay & Glass Gallery**, this room combines the uniqueness of the **Patkau Architects** design for the building with a specially designed table by **Michael Fortune**, winner of the prestigious **Saidye Bronfman Award**.

Maximum Occupancy: 12 seated

Available for Use: 10 AM – 5 PM Mon – Sat
1 PM – 5 PM Sunday

Rental Fee: \$30 per hour during regular operating hours
Outside of regular operating hours a \$20 administration fee per rental

NOTE: Time required for set-up, breakdown and clean-up must be included in booking and will be charged at normal rates.

All fees are subject to applicable Federal and Provincial taxes. All facility rentals are required to make a deposit of half of the Facility Rental Fee at the time the booking is made, with the balance of the fee to be paid at the time of the rental. In the event of a cancellation: ten business days or more must be given to the Facility Rental Coordinator and then the deposit, less a \$50.00 processing fee will be refunded to the client. For cancellations received less than ten business days before the scheduled event, the deposit will not be refunded.

Any rentals running longer than the prearranged time of the event will be billed for the additional time used at our regular rates, rounded to the full hour.

The Facility Rental Program requires its clients to make appropriate arrangements for set-up and clean-up for their events. This includes incorporating the time for set-up and clean-up into the time booked through the program.

Rental rates include basic security, janitorial and house staff.

For information regarding availability and bookings, please contact our Facility Rental Programme Coordinator:

William Hlowatzki at 519-746-1882, ext 226 or email:
<mailto:reception@theclayandglass.ca>

Bar Price List

The Canadian Clay & Glass Gallery can accommodate any bar/alcohol service in accordance with the Municipal Alcohol Management Policy.

White Wine 750ml \$28 based on mid-priced

Red White 750ml \$28 based on mid-priced

Domestic Bottled Beer Case of 24 **\$100**

Imported Bottled Beer Case of 24 Ask for quote

Spirits 1140 ml **\$90
Based on Standard Spirits, prices vary with Imports and Premiums.**

Keg Service is provided by Block 3 Brewing

Give them a visit at 1430 Unit 2 King St. N., St Jacobs ON

Telephone # (519) 664-1001

www.blockthreebrewing.com

Bartending service, mix and Gallery owned glassware are included in these prices but do not include gratuities. If you require additional glassware these can be rented through the Gallery from an outside rental company but will be charged to your event.

To ensure availability of products, requests must be made no less than three weeks prior to your event.

Our Preferred Caterers

Listed below are the Catering Services that we believe to be the best in the business. Their knowledge of the culinary-arts and first-rate service is what you would expect when holding an event at the Canadian Clay & Glass Gallery. Please ask our Facility Rental Coordinator for assistance in choosing the caterer best suited to your occasion.

Appetizingly Yours Events & Catering

23 Garibaldi St., Guelph, ON N1E 5P3 P. 1-800-561-4819 P. 5519-821-6246

Email: events@appyours.com

www.appyours.com

Gusto & Beckford Catering

665 Colby Drive #11, Waterloo ON, N2V 1C2 P. 519-888-0634

Email: info@gustocatering.ca

www.beckfordcatering.ca

Little Mushroom Catering

290 Thompson Dr. Unit 5., Cambridge ON N1T 2E3 P:226-791-4537

Email: info@littlemushroomcatering.com

www.littlemushroomcatering.ca

Public Kitchen & Bar

300 Victoria St. N., Kitchener, ON N2H 6R7 P: 519-954-8111

Email: info@kwpublic.com

www.kwpublic.com

Indulge Catering

Paul Cummings

220 King St N, Waterloo, ON N2J 4Z4 P:519-572-4455

Email: Paul@indulgekitchen.ca

www.indulgekitchen.ca

Platters Catering & Events

Kevin McKitrick

3 Watson Rd. S., Unit 6., Guelph ON N1L 1E3 (519) 836-3190 Toll Free 887-836-3190

Email: info@platterscatering.ca

www.platterscatering.ca

Select Service Caterers

35 Cherry Blossom Rd., Cambridge ON, N2G 1M5 519-650-4777

Email: info@selectservice.ca

www.selectservice.ca

Decoration and Décor: Might we suggest:

Julia Weddings & Special Events 519-894-0727 ask for Sophia

www.juliaweddings.ca