

# Signature Events, Meetings and Presentations, Team-Building Workshops, Cocktail Receptions and More



[events@glenbow.org](mailto:events@glenbow.org)

**Outstanding Events At Glenbow**

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**Glenbow is never the same place twice – with three floors of gallery space featuring historical and contemporary art, world cultures and Alberta history, we can provide a stunning backdrop or intimate creative setting for your meeting, presentation or reception.**

***Location highlights***

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- *Situated on Stephen Avenue within the Calgary TELUS Convention Centre South building and adjacent to the Marriott Hotel*
  - *A short +15 walk from the Convention Centre or City Hall underground parkade*
  - *Walking distance to shopping, nightlife and fine dining*
  - *Wheelchair accessible*
  - *Special rates for not-for-profit organizations and post secondary*
  - *In-house event planning expertise*
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**Second floor galleries**



**Aurora Borealis**





**Second floor lobby**

# Reception spaces at Glenbow

## ***Second Floor Gallery Lobby***

<b>Availability:</b>	Evenings
<b>Capacity:</b>	150 seated, 500 for a cocktail reception
<b>Estimated cost:</b>	\$5,500

Ideal for cocktail parties and seated dinners this space is surrounded by our ever-changing art exhibitions as well as our permanent exhibitions, Art of Asia and Picturing the Northwest.

### **Second floor lobby.**

A unique setting for seated dinners or cocktail receptions. Surround your event with Glenbow's temporary and permanent visual arts exhibitions.



## ***Third Floor Gallery Lobby***

<b>Availability:</b>	Evenings
<b>Capacity:</b>	200 for a cocktail reception
<b>Estimated cost:</b>	\$4,000

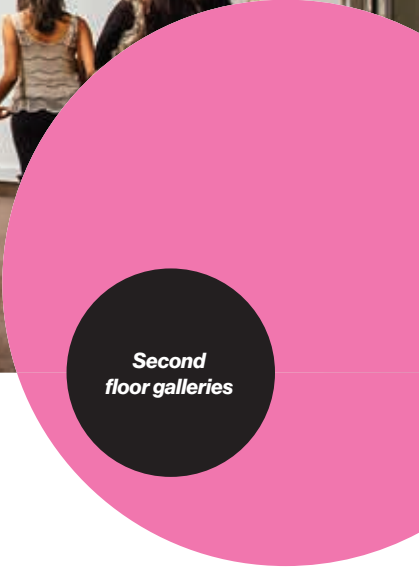
This space is well suited to cocktail receptions and provides a spectacular setting to immerse guests in Alberta's culture. Exhibitions on this floor include: Mavericks: An Incurable History of Alberta, Niitsitapiisinni: Our Way of Life and Native Cultures from the Four Directions.

### **Third floor common area.**

Treat your out of town guests to Glenbow's third floor, an unparalleled venue space to hold your next cocktail reception.



**Third floor lobby**



Second floor galleries

# Meeting, workshop and presentation spaces at Glenbow

## Glenbow Theatre

<b>Location:</b>	First Floor
<b>Availability:</b>	Days and evenings
<b>Capacity:</b>	225
<b>Estimated cost:</b>	1-4 hours \$1,200, 4+ hours \$1,600

Our tiered theatre is perfect for lectures, presentations and film screenings.

- Built-in audio system included
- Built-in projector available \$250/day
- Admission to Glenbow is available at a discounted rate if you would like your guests to access the gallery floors. \$10/guest to a maximum of \$800/event.

### Glenbow Theatre:

Tiered theatre with seating for 225. Built-in sound system including microphone and podium. Presentation audio-visual available. Perfect for your next AGM or staff presentation.



## Morris Shumiatcher Room

<b>Location:</b>	Third Floor
<b>Availability:</b>	Days and evenings
<b>Capacity:</b>	50 seated, 75 for a cocktail reception
<b>Estimated cost:</b>	1-4 hours \$700, 4+ hours \$1,000

This private space is nestled next to the Native Cultures from the Four Directions exhibition on the third floor and is equipped to support cocktail receptions, workshops or classroom style lectures.

- Equipped with tables and chairs for multiple configurations
- Built-in audio system
- Built-in projector available \$250/day
- Admission to Glenbow is available at a discounted rate if you would like your guests to access the gallery floors. \$10/guest to a maximum of \$800/event.



# Glenbow event rental details

## Price Estimates

Each event is unique and so prices will vary depending upon your specific needs. Once we know your individual requirements, our events team will provide you with a detailed fee estimate based on your set-up and event schedule.

Listed estimates include basic A/V setup and:

- *Administrative fees*
- *Staffing costs including site supervisor, security and A/V personnel*
- *Basic A/V equipment as noted per space*
- *One registration table with linens as required*
- *Un-staffed coat check area*

## Additional Equipment Rentals & Services

- *LCD video projector and projector screen: \$400*
- *Podium: \$200*
- *Microphone, Wired or Wireless: \$60/each*
- *Additional A/V Equipment and/or A/V Technician: event dependent*
- *Tables, 6' including linens: \$25/each*
- *Tour of current exhibitions: \$225/facilitator*
- *Coat check services: \$30/hr.*
- *As Glenbow does not have in-house catering services, we offer a list of approved caterers*

## Policies & Space Restrictions

Our priority is providing you with an outstanding event experience while respecting that Glenbow is a Class-A museum environment. With over one million artifacts and artworks housed at Glenbow, we tightly control interior temperature and humidity to maintain the safety and integrity of our exhibitions and collections. To ensure we protect the invaluable art and cultural artifacts at Glenbow:

- *No food or beverages are allowed into gallery spaces – we utilize signage and security staff to ensure guests are aware of these restrictions.*
- *No open flames of any kind.*
- *Floral arrangements or other organic décor items are not recommended. They must be inspected by our pest control department and we cannot guarantee they will be permitted in even after inspection.*
- *Catering vendors must be selected from the list of pre-approved Glenbow preferred caterers.*
- *Caterers and/or the client are responsible for providing the liquor license for the event.*
- *If music will be a part of the event the client is responsible for all SOCAN fees. Please visit [socan.ca](http://socan.ca) for more information.*

## Special Considerations for Weddings & Wedding Photos

A wedding at Glenbow can be particularly unique, not to mention the opportunities for dramatic photos amongst our permanent exhibitions on the third and fourth floors. If you are considering Glenbow as a venue please keep in mind our policies regarding organic décor and open flames as noted in the Policies & Space Restrictions.

Photography is generally encouraged throughout the museum, however there are occasionally exhibitions where photography is prohibited, due to either copyright issues or artifact sensitivity. These areas will be clearly marked. Let us know if you have any questions about exhibitions details and photography permissions before your event.



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# Make your event at Glenbow even more memorable

**Looking for a way to make your event really special? Here are some ways Glenbow's unique content offerings can enhance your event to make it truly outstanding for you and your guests.**

## **Exhibition Tours**

Private tours of Glenbow's exhibitions offer a unique opportunity for client hosting and team building. Explore fascinating historical galleries and exhibitions of art and culture from around the world with an exclusive group tour led by a museum educator. Talk to your event planner about tour content and availability.

## **Client Gifts**

Looking for a special gift to give guests at your event? The Glenbow Shop has a variety of unique and handcrafted items by Canadian (and Calgarian) artists. Make an impact with a gift that truly represents a sense of place. From beautiful exhibition books to Aboriginal and Inuit art, to blown glass, jewelry and much more. Talk to your event planner about special orders, gift wrapping, and discounts on client gifts for your event.

## **Glenbow Membership Discounts**

Turn your event into a year round experience by offering all your guests a 20% discount on an annual Glenbow membership. Ask your event planner about getting 20% discount coupons that can be added to gift bags or given to all the guests at your event.

## **Conference Admission Rates**

Are you hosting a multi-day conference in Calgary and looking for a fun outing for your delegates? Glenbow can provide free or discounted admissions for all your conference attendees.

### **Flat Rate**

*\$5,000: All delegates from your conference get free entrance to Glenbow with their conference badges.*

### **Conference Fee**

*\$1,000: All your delegates receive discounted admission (\$5) to Glenbow.*

### **Individual Conference Rate**

*Free: All conference delegates receive 10% off regular museum admission.*



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# Glenbow preferred suppliers

## **Approved caterers:**

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The following caterers are familiar with the rules and regulations of Glenbow Museum. They have served functions at Glenbow and understand the layout of the building and the services we offer. Due to the strict regulations regarding food & beverage in the museum we require that you use one of the caterers below for your event. Please contact them directly for menus and quotes.

### **Boreal Cuisine**

Wade Paterson  
587.352.2433  
wade@borealchef.com

### **Caffe Rosso**

Jessie Attrell  
403.464.4202  
jessieattrell@gmail.com

### **Hotel Arts**

Caroline Seymour  
403.266.7675  
cseymour@hotelarts.ca  
Brian Brownlee  
403.206.9563  
bbrownlee@hotelarts.ca

### **Hyatt Regency Calgary**

Sales & Events  
salescalrc@hyatt.com  
403.537.6806

### **Winsport**

John Clarke  
403.202.6592  
jclarke@winsport.ca

## **Preferred Suppliers**

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The following suppliers have executed many events at Glenbow. Please give them a call for any additional event needs. Please note that Glenbow can supply an A/V tech and basic A/V equipment.

### **Event Management Services**

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#### **Allison Ainsley Events**

Allison Ainsley  
403.922.7951  
allison@allisonainsley.com

### **Décor**

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#### **One West Events**

Renée Pittet  
403.277.9378 x108  
renee@onewestevents.com

### **Audio Visual**

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#### **PK Sound**

Jonny Boreham  
403.452.6004 x211  
jonathanb@pksound.ca

### **Lighting and Drapery**

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#### **Orange Frog Productions**

Pierre Marleau  
403.703.9218  
pierre@orangefrogproductions.com



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