

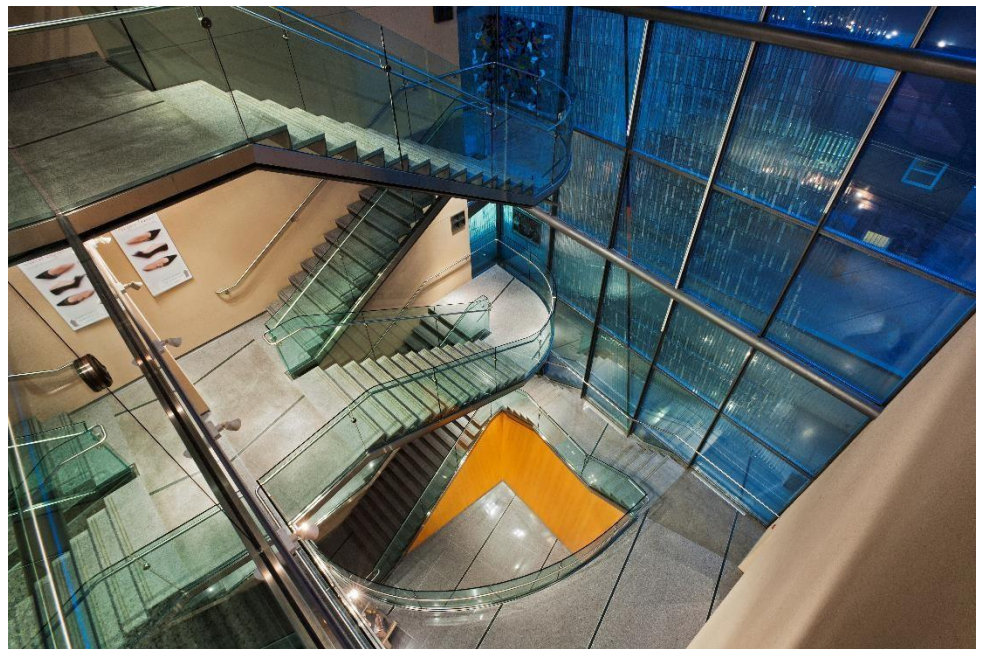
# BATA SHOE MUSEUM

Entertain in style and host your event with us. Our spectacular four-storey atrium, 42-foot-high art glass window, 2500 square feet of venue space with terrazzo marble floors, two Studio spaces, Galleries and Exhibition spaces, the Bata Shoe Museum provides a unique environment for any special occasion. 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)



## Seeing Is Believing

To schedule a venue visit or to get more information please contact Victoria. When doing so please include the date you wish to have the event and the number of 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 this 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.



## 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. If an event is booked less than two months 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 two months prior to the date booked. A \$300 cancellation fee will be charged. If the event is cancelled less than two months 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.

## 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.

## ALCOHOL SERVICE & SPECIAL OCCASIONS PERMITS (SOP)

A Special Occasion Permit (SOP) from the LCBO must be obtained when alcohol is served. Our event coordinator 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.

### 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



	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	30	25	\$595.00	\$985.00	\$95.00
Lower Lobby	120	80	60	n/a	\$1800.00	\$95.00
Full Lower Level St. Crispin's Studio plus Lower Lobby	200	110	90	n/a	\$2500.00	\$95.00
Full Venue Rental	200	n/a	120	n/a	\$3250.00	\$95.00