





# MUSÉE DE L'AMÉRIQUE FRANCOPHONE CHAPELLE

2, côte de la Fabrique  
Québec, QC G1R 3V6  
418-643-2158  
[www.mcq.org/fr/location\\_espace](http://www.mcq.org/fr/location_espace)

## RESOURCE PERSON

**Private and Special Events Coordinator** T 418-643-2158 / [location@mcq.org](mailto:location@mcq.org)

## CAPACITY

**Reception style:** 300 people

**Banquet style:** 200 people (13 tables (72") in the middle and 9 tables (60") on the sides). If people wish to dance, they can use the existing floor.

## RENTAL FEE

Contact coordinator for rates.

## EQUIPMENT AVAILABLE

- 8 wooden easels
- 8 portable cloakrooms
- 200 banquet style chairs
- 12 high cocktail tables
- Grand Piano and Casavant organ
- Fully equipped catering area
- Rectangular tables of various sizes (10 PVC tables of 4, 5, 6 and 8 feet, 30" deep) for setup in the kitchen.

## PARKING

City Hall parking lot (\$)

## GUIDELINES

**Liquor license:** The hotel or the customer must provide 100% of the liquor. A liquor license (meeting permit) is required. The establishment must provide the document confirming that we are allowed as the caterer.

**Setup:** Setup is allowed after 4 pm. However, as the Chapelle closes at 5:00 pm, it is necessary that preparation is respectful of the visitors that may be still present. If necessary, the setup of the nave and the choir can take place before 9:30 am. Note that it is VERY IMPORTANT that all tables be topped.

**Event:** If agreed with the venue, the event itself may begin after 5:30 pm, except on Mondays between Labor Day and June 24, where it is possible to plan an event during the day.

**Deliveries:** All deliveries must be made at the time and place agreed with the person in charge of your event at the Musée so we can notify those concerned in advance.

Hours: Between 6:00 am and 9:30 am or between 4 pm and 10:00 pm.  
Address:

- Doors of the Chapelle are accessible through 2, Côte de la Fabrique. Vehicles must be parked along the Chapelle during unloading. An officer will tell you what to do.
- Door between the Chapelle and Pavillon Jérôme-Demers (accessible through 9, rue de l'Université).