



# Rental Guidelines

## 1. Rental Fees: Rentals are by donation. Suggested donations are as follows:

### a. Carr Building:

- \$50 per half day or evening, \$100 per full day
- Recurring use one or more times per week: \$250-\$350 per month (depending on availability)
- Use of kitchen, dishes, coffee pots, dishwasher (food to be provided by renter): \$25 per day

### b. Courtyard:

- \$25 per half day, \$50 per full day for simple events that use the Courtyard as-is
- \$100 per day for events requiring additional set-up, catering, etc, including set-up and take-down days.

### c. Weddings: Minimum \$1000 which includes:

- Courtyard, Carr Building, and adjacent outdoor spaces for three full days and two evenings
- Access to all rented spaces for Friday set-up, Saturday ceremony, and Sunday clean-up
- On-site use of the Museum's card tables and folding chairs
- Staff support during regular working hours (generally 9:00 AM to 5:00 PM). Staff support outside of these hours is subject to an additional fee of \$50 per hour or part of an hour.

## 2. Museum Access:

- Rental of the Courtyard allows access to the Museum washroom, but does not include admission to the Museum. We can arrange for your group to tour the Museum for the group admission rate (currently \$3 per person) in addition to the rental donations.
- Rental of Courtyard (including for weddings) that requires access to the Museum buildings after 4:00 PM (such as washrooms or electrical) are subject to an additional \$50 per hour or part of an hour for staff time.
- When renting the Courtyard during regular Museum operating hours, please be advised that the Museum will not be closed to the public. Our staff will do everything possible to ensure that Museum visitors do not intrude or interfere with your event. We recommend that you bring stanchions or other dividers if you are concerned about public access to your event.

## 3. Set-Up and Clean-Up:

- Museum staff are not available for set-up and clean-up, including for weddings. Set-up of tables, chairs, and other equipment is the responsibility of the renter. Renters are also responsible for clean-up and take-down - returning the rented space to the same condition it was in prior to the event.
- Include set-up and clean-up time in your booking. If you choose to set up or clean up on another day or outside of those times, additional rental fees apply.
- There is no storage available at the Museum for any equipment brought in. If you want to bring it in the day before the event, you'll need to set it up in place and leave it overnight, regardless of the weather - same if you're picking equipment up the day after the event.
- Museum staff must be informed in advance of any site visits by renters or their representatives, of the drop-off, set-up, and pick-up times of equipment, food, etc., so that we can ensure site accessibility and the safety of our other visitors.
- Decorations must not cause any damage to walls or other structures.

**4. Food and Beverage Service:**

- a. We do not have any catering or food services on-site. Hiring outside caterers is the responsibility of the renter. Health permits, liquor permits, and other food-service requirements, including FoodSafe and Serve-it-Right certification, are the responsibility of the renter. The Museum accepts no responsibility or liability for food or alcohol.
- b. Limited dishes and kitchen equipment are available in the Carr Building for an additional rental donation.
- c. All food and beverages, dishes, food service equipment, garbage, empty bottles and cans, and other items brought by the renter must be removed before the end of the rental period.

**5. Noise, Parking, and Other Bylaws**

- a. Music, sound, etc are permitted at all events. Renters are responsible for providing all music and public-address system equipment. Volume of all activities must be kept low enough to not disturb our residential neighbours. Renters are responsible for adhering to all municipal noise control bylaws.
- b. Limited parking is available at the Museum. Renters are responsible for ensuring that their guests park safely and adhere to all traffic control laws and bylaws.
- c. Museum staff will advise renters of emergency access lanes at the Museum. Renters are responsible for ensuring these lanes are kept clear at all times.
- d. Renters are responsible for ensuring they and their guests adhere to all applicable federal, provincial, and municipal laws and bylaws.

**6. Insurance and Permits:**

- a. Renters must provide proof of insurance for the event no less than three days before the start of the rental period. The Museum only makes the space available to you, and accepts no responsibility or liability in the case of accident, injury, or death occurring during or as a result of private events held on the Museum's grounds.
- b. Where additional permits, licenses, and/or certifications are required for your event, you must provide proof of these to the Museum no less than three days before the start of the booking.