



BROCKVILLE MUSEUM

5 Henry Street, Brockville, ON K6V 6M4

Tel: 613-342-4397 Fax: 613-342-7345

museum@brockville.com brockvillemuseum.com

FACILITY RENTAL AGREEMENT TERMS AND CONDITIONS

The contact person is responsible for ensuring that all event participants adhere to the relevant terms and conditions of this agreement as listed below.

All rental requests are subject to approval based on room and staff availability

ACCESS

The Brockville Museum reserves the right to restrict access to the facility to any persons deemed by staff to be a threat to the museum's collection, exhibitions or property or to be a threat to museum staff and/or volunteers.

Requests for facilities rentals outside of regular museum operating hours are subject to staff availability. In cases where access is granted outside of regular hours, the Lessee is responsible for providing a responsible greeter at the main museum entrance to direct users to the appropriate location in the museum.

The Brockville Museum reserves the right to access any and all spaces being utilized by the Lessee for carrying out reasonable facility operations during a facility rental. This may include, but is not limited to, accessing the kitchen and the supplies stored therein.

CATERING

All catering arrangements must be approved in advance by the Brockville Museum. The Lessee must notify museum staff should they wish to use the kitchen facility, and/or kitchen equipment (a surcharge may apply). The Lessee is responsible for providing their own tea/coffee etc.

CUSTODIAL/DAMAGES

The Lessee is responsible for all clean-up and disposal of refuse related to the event detailed in this agreement. Should the Brockville Museum determine that the Lessee did not take due care to adequately return the facility to the condition in which it was found prior to the event, the Brockville Museum reserves the right to bill associated custodial or damage charges to the Lessee.

INDEMNITY

The Lessee shall indemnify and save harmless the Brockville Museum and the City of Brockville from and against all claims, demands, loss, costs, damages, actions, suits and or other proceedings by whomever may sustain, brought or prosecuted in any manner, based upon, occasioned by or attributable to any injury or damage arising or resulting from any act or omission of the Lessee its servants or agents in using or occupying the said premises.

INSURANCE

The lessee/renter shall at their own expense within 10 days prior to event, obtain and provide the Brockville Museum evidence of Commercial General Liability Insurance.

Commercial General Liability Insurance issued on an occurrence basis for an amount of not less than \$5,000,000 per occurrence/\$5,000,000 annual aggregate for any negligent acts or omissions relating to their obligations under this Agreement. Such insurance shall include, but is not limited to bodily injury and property damage including loss of use; personal injury and advertising injury; liquor liability (if applicable) contractual liability; premises, property & operations; non-owned automobile; broad form property damage; owners & contractors protective; occurrence property damage; products & completed operations; employees &

as Additional Insured(s); contingent employers liability; tenants legal liability; cross liability; severability of interest clause and a 30 day notice of cancellation.

Such insurance shall add the **Corporation of the City of Brockville** as Additional Insured. This insurance shall be non-contributing with and apply as primary and not as excess of any insurance available to the Corporation.

OCCUPANCY

Each room in the museum has its own occupancy limit, which may vary depending on the room's use. Please contact museum staff to confirm specifics of room occupancy prior to reserving a room.

PARKING

This rental agreement does not include parking. The Brockville Museum is not responsible for providing parking. There is a pay parking lot south of the Museum as well as at the corner of John and Water Streets. Please be sure to advise those attending your event that parking is not provided. The Brockville Museum is not responsible for parking tickets issued to event participants.

SECURITY

The Brockville Museum does have after-hours security monitoring; however, the Lessee assumes all responsibility for the security of their property and belongings left at the museum. Additionally, should the property of the Lessee, left on the museum premises overnight, trip the security alarm resulting in an after-hours alarm call, any and all fees incurred will be billed to the Lessee.

SET-UP AND DECORATING

On occasion the lessee may wish to decorate the hall or use the facility in advance of the rental date. These arrangements must be made in advance and in discussion with staff, as this may interfere with another rental, program or use of the space. An additional fee may apply. The Lessee is responsible for all clean-up and disposal of refuse.

Please note:

- The lessee shall not affix any item to walls, ceiling, floors or movables without permission.
- Exhibit furniture, displays or artifacts shall not be moved, altered or touched without permission. This includes, but is not limited to, placing objects on display cases.
- Flames of any kind will not be permitted inside the museum.
- Cut or potted plants are not permitted inside the museum.

SMOKING

There is no smoking permitted on Brockville Museum property (SMOKE FREE BY-LAW #93-2003)

REPRESENTATION

A copy of all printed/digital materials using the name of the Brockville Museum must be approved in advance by the Museum Curator/Director. Failure to submit advance copy will be cause for the museum to cancel the booking. All marketing materials and publications must be approved by the Museum Curator/Director.

The Lessee shall not imply a partnership, any affiliation with, or an endorsement of, the Brockville Museum in promoting a private event. Should the Brockville Museum deem that promotional material suggests any such relationship, the Lessee shall be responsible for destroying all such material and producing new material at their own expense.

I HAVE READ THE ABOVE AND AGREE TO ABIDE BY ALL THE TERMS AND CONDITIONS OF THIS AGREEMENT.

Lessee: _____ Date: _____



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OFFICE USE ONLY

BOOKING DATE: _____

TAKEN BY: _____

FACILITY RENTAL APPLICATION & AGREEMENT

DATE OF EVENT: _____ TIME: _____

ORGANIZATION (LESSEE): _____

CONTACT PERSON: _____

ADDRESS: _____ POSTAL CODE: _____

PHONE #: _____ EMAIL: _____

ROOM(S) TO BE USED: Classroom Carriage Hall Annex Beecher House Patio

TYPE OF EVENT: PUBLIC (FREE) PUBLIC (FEE CHARGED) PRIVATE OTHER: _____

DETAILS/SPECIAL REQUESTS: _____

A surcharge may apply for the following:

USE OF KITCHEN REQUIRED?: NO YES: _____

USE OF DISHES/LINENS?: NO YES: _____

USE OF TABLES/CHAIRS?: NO YES: _____

RATES: A deposit of 50% is due at time of booking. Full refund will be issued if the Brockville Museum is notified 30 days prior to the event date listed on this agreement. Balance is due on first day of rental. Additional fees may apply.

WEEKDAYS:	½ DAY	\$66.37 + \$8.63 (HST)	\$75.00	<input type="checkbox"/>
	FULL DAY	\$128.32 + \$16.68 (HST)	\$145.00	<input type="checkbox"/>
WEEKENDS & EVENINGS:	½ DAY	\$101.77 + \$13.23 (HST)	\$115.00	<input type="checkbox"/>
	FULL DAY	\$199.12 + \$25.88 (HST)	\$225.00	<input type="checkbox"/>

SURCHARGE: \$ _____

TOTAL RENTAL FEE: \$ _____

DEPOSIT AMOUNT: \$ _____ DATE PD: _____ STAFF INITIAL: _____

BALANCE OWING: \$ _____ DUE: _____ DATE PD: _____ STAFF INITIAL: _____

CHEQUES TO BE MADE PAYABLE TO "THE BROCKVILLE MUSEUM"