



Instilling a Passion For Our Heritage

**Delta Mill Society
Facilities Rental Agreement
Old Stone Mill National Historic Site
Old Town Hall**

The Delta Mill Society’s primary concern is the care and safeguarding of its facilities, collections, and exhibitions. As such, lessees should be aware of the nature of these facilities, and ensure that their activities are appropriate. While rental of these facilities is by mutual agreement between the Lessor and the Lessee, the Lessor (The Delta Mill Society) reserves the right to refuse rental for any reason.

Event Information (Please Print)

Date(S) Requested:

The facilities are to be used only on the date and hours agreed upon and for the purpose stated in this agreement. Hours as specified include set-up and cleanup. Should any personnel of The Delta Mill Society be required to stay past the hours specified on the permit, an additional fee will apply.

Building(S) Requested:

1.) Old Stone Mill NHS _____ (Note: during the Summer Season, Victoria Day Weekend to Labour Day Weekend, the OSM is only available after 5:00 p.m.)

Times Requested: From _____ a.m. / p.m. To _____ a.m. / p.m.

2.) Old Town Hall _____

Main Hall **Delta Room** **Kitchen Use (fridge, stove, dishwasher)** **Lift** **Stage**

Times Requested: From _____ a.m. / p.m. To _____ a.m. / p.m.

Type and Description of Event:

Alcohol to Be Served? Yes ____ No ____

Delta Mill Society Rental Agreement

If 'yes', then the applicant is responsible for providing copies of the following documentation to the DMS at least one(1) week prior to the event date.

- 1. Special Occasion Permit _____
- 2. Smart Serve _____
- 3. PAL Insurance** _____

**PAL = Party Alcohol Liability - provides protection when lawsuits are brought against individuals, organizations or companies who host single/multi-day functions with alcohol service. It is designed for Event hosts who are holding reception-type events in a rented facility. A valid liquor permit or license must be in place for service of alcohol.

Special Considerations:

List of Items/Equipment to be brought in

Anticipated Attendance: _____

(Note: Maximum Capacity – OSM – 100, Old Town Hall – Main - 179, Delta Room – 26, Stage - 40)
as per Rideau Lakes Fire Dept June 25, 2018

Also Note: Old Town Hall Main Hall - audience seating ~ 150; round tables for seated meal ~ 75; rectangular tables for seated meal ~ 100 / Delta Room – seating ~ 14

Applicant Information:

(Note: This Facility Rental Agreement is not transferrable)

Name of Individual, Group, or Organization:

Contact Person (S):

Address:

City/Town: _____ **Prov:** _____ **Postal Code:** _____

Telephone: _____

Email: _____

DMS contact for this rental is

Tel: _____

In case of an Emergency call 911

Delta Mill Society Rental Agreement

Payment Information:

(Note: Rental Fee Deposit + Maintenance Deposit are required to confirm booking)

Location + Services	Date & Time Required	Cost

Fee Schedule

Fee Schedule (includes SET UP/CLEAN UP TIME) <i>Access at any other time must be prearranged</i>	Old Stone Mill NHS	DMS Use
Basic Fee per hour	\$125.00	
Half Day/Evening Only 4 hours (after 5:00 p.m.)	\$400.00	
Rental Deposit	\$75.00	
Maintenance Deposit	\$100.00	
Set Up (DMS Volunteer) - additional	\$50.00	

Fee Schedule (includes SET UP/CLEAN UP TIME) <i>Access at any other time must be prearranged</i>	Old Town Hall Main Hall	DMS Use
Basic Fee per hour (over 4 hours)	\$10.00	
Half Day/Evening (4 hours) Morning/ Afternoon/Evening	\$50.00	
Half Day (4 hours) (Full Use of Kitchen Including Fridge, Stove & Dishwasher)	\$100.00	
Full Day (8 hours)	\$100.00	
Full Day (8 hours) (Full Use of Kitchen Including Fridge, Stove & Dishwasher)	\$200.00	
Rental Deposit - Full Day	\$50.00	
Maintenance Deposit - Full Day	\$50.00	
Set Up (DMS Volunteer) - additional	\$50.00	

Fee Schedule (includes SET UP/CLEAN UP TIME) <i>Access at any other time must be prearranged</i>	Old Town Hall Delta Room	DMS Use
Basic Fee per hour (over 4 hours)	\$10.00	
Half Day/Evening (4 hours) Morning/ Afternoon/Evening	\$25.00	
Full Day (8 hours)	\$50.00	
Full Day (8 hours) (Full Use of Kitchen Including Fridge, Stove & Dishwasher)	\$100.00	
Rental Deposit	\$10.00	
Maintenance Deposit	\$0.00	
Set Up (DMS Volunteer) - additional	\$0.00	

Delta Mill Society Rental Agreement

Other Items Available To Rent	Fee
<input type="checkbox"/> Coffee/Tea Pots	\$0.00
<input type="checkbox"/> Digital Projector	\$15.00
<input type="checkbox"/> Large Screen	\$5.00
<input type="checkbox"/> PA System	\$10.00
<input type="checkbox"/> Cordless Microphone	\$10.00
<input type="checkbox"/> Wired Microphone	\$10.00
<input type="checkbox"/> WIFI (password)	\$0.00

**The Delta Room has tables and seating for 14 to be used for a small gathering/meeting
Has own heat source and access to public washrooms and kitchen upon rental agreement

Facility Rental Agreement

By signing this agreement, the Lessee acknowledges that they have read, have understood, and have agreed to

1. The terms and conditions set out in Appendix A – Release and Indemnification;
2. The terms and conditions set out in Appendix B – Specific Conditions
3. To pay a fee of \$_____ in exchange for the use of the facilities outlined above, with a deposit amount of \$_____.
4. To pay an additional maintenance deposit fee, in advance, of \$_____ for any cleaning that may be required after the event, with the understanding that if the site does not require additional attention, the deposit will be returned.
5. To pay for all cleaning or damages resulting from our use of the facility as billed by the Delta Mill Society in excess of our cleaning deposit.

Lessee/Lessee Representative

Signature **Date**

Please Print Name

Delta Mill Society Representative

Signature **Date**

Appendix A: Release and Indemnity

The Lessee agrees that The Delta Mill Society shall not be liable for any bodily injury to or death of, and/or loss or damage to any property belonging to the Lessee or its employees, invitees, or guests or any other person in, on, or about the Licensed Area or Building, or for any interruption in the Event carried on in the Licensed Area.

The Lessee releases and discharges The Delta Mill Society from any and all actions, causes of action, claims, damages, demands, expenses, and liabilities which the Lessee now or hereafter may have, suffer, or incur, notwithstanding that the negligence or other conduct or omission of the Delta Mill Society or anyone for whose conduct the Delta Mill Society is responsible may have caused or contributed to such matter.

The Lessee agrees to indemnify and save harmless The Delta Mill Society in respect of all claims for bodily injury or death, property damage, or other loss or damage arising from the Event or any act or omission of the Lessee or any agent, employee, invitee, or guest of the Lessee, and in respect of all costs, expenses, and liabilities incurred by The Delta Mill Society in connection with or arising out of such claims, including the expenses of any actions or proceeding pertaining thereto, and in respect of any of its covenants and obligations under this License Agreement. This indemnity shall survive the expiry of termination of this Agreement.

If The Delta Mill Society is restricted from or unable to supply the Rental Area on the Rental Date during all or any portion of the Rental Hours for reasons beyond the reasonable control of The Delta Mill Society, including governmental action, strikes, lock-outs, failure of utility services, fire, earthquake, wind, lightening, flood, insurrection, failure to obtain any of the Additional Equipment or Services, the Lessee releases The Delta Mill Society from all liability, costs, expenses action, claims, or suits. If The Delta Mill Society is unable or restricted from providing the Rental Area for any other reason, the Lessee does hereby acknowledge and agree that The Delta Mill Society's maximum liability arising from costs, expenses actions, claims, or suits which the Lessee may have either in law or equity is limited to an amount equivalent to the Basic Facility Rental as set out in the Fee Schedule on page 2 hereof.

Appendix B: Specific Terms and Conditions

- 1.) Unless stipulated otherwise, this rental agreement applies only to the area(s) identified.
- 2.) The Lessee(s) must be a minimum of 18 years of age and must be in attendance for the entire event.
- 3.) A deposit is required upon acceptance of this agreement. The balance of the account is due prior to the event. If cancellation occurs within one week of the event then 50% of the total amount as stated in this agreement will be payable to The Delta Mill Society.
- 4.) Alcohol cannot be served on the premises without the prior permission of The Delta Mill Society. All LCBO Special Occasion Permits are the responsibility of the Lessee must be publicly displayed during the event. The Lessee is also required to provide proof of Public Liability Alcohol Insurance and LCBO Smart Serve certification.
- 5.) The Lessee is responsible for providing all items/furnishings/equipment required for the event. Arrangements for assistance with set up prior to the event can be made with The Delta Mill Society; however an additional fee may apply. Please note that electrical outlets/services are limited.

Delta Mill Society Rental Agreement

- 6.) A mixture of round and rectangular tables are available at the OTH and can be used providing caution is taken as to not scratch the hardwood floors. If renting the OSM NHS then tables and chairs need to be rented from another source.
- 7.) Displays, backdrops, floral arrangements, decorations, musical equipment, etc., must be of a freestanding type that will not damage or deface the premises. Nails, tape, glue or other types of adhesives are prohibited. No item may be attached to, or suspended from woodwork, walls, ceilings, exhibitions, or artifacts. Pictures and/or artefacts are not to be moved or removed from the walls unless permission is granted by the DMS.
- 8.) The only open flame permitted on the premises is Sterno, approved for use with chafing trays. All others, including candles, are prohibited. Battery operated candles are permitted in both buildings.
- 9.) Please note when renting the OTH for an event that we serve the community with public washrooms so when the hall is open keep in mind that people may come in to use them. There is a separate entrance for the washrooms.
- 10.) If you want additional time for set up at the OSM NHS or the OTH that is outside the rental agreement then an additional fee will be charged.
- 11.) If hiring a caterer for an event then either you or the caterer are responsible for not only food preparation and serving but also clean up after the meal which includes washing dishes and cleaning of the kitchen. For large groups we strongly suggest that dishes/cutlery are rented so no cleanup is required.
- 12.) It is the responsibility of the Lessee to return the facility to the condition in which it was found before the event. All countertops, cabinets, and appliance surfaces are to be wiped clean, and all garbage is to be bagged and removed. All leftover food, beverages, dishes, personal items, or other equipment/items brought in for the event must be removed from the facility at the conclusion of the event.
- 13.) In accordance with the *Smoke Free Ontario Act*, *smoking, including tobacco and/or cannabis* is not permitted in the Old Stone Mill National Historic Site, the Old Town Hall, on the veranda of the Old Town Hall, or the Mill Drive Shed, or within 5 meters of all building entrances.
- 14.) In accordance with the Township of Rideau Lakes Noise By-Law, the Lessee must not play music, whether recorded or performed, after 12:00 a.m., and shall ensure the facility is cleared of guests by 1:00 a.m. Event organizers are permitted to remain for cleaning purposes.
- 15.) Non-Licensed gambling or gaming activities are not permitted. If donations are being accepted during the event, the recipient(s) or organization(s) of the monies collected must be clearly indicated and visible to all guests.
- 16.) Lower Beverley Lake Park Road - the Township of Rideau Lakes has a parking by-law prohibiting parking on the OTH side of the road. You are allowed to park in front of the Hall to unload or reload your vehicle but you must park either on the other side of the road if there is room or on King St. Parking on the sharp bend past the OTH is also prohibited.
- 17.) Thank-you for renting our facilities.