



*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 facility is 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. Access at any other time must be prearranged. 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:** Old Stone Mill \_\_\_\_\_ Old Town Hall \_\_\_\_\_

**Time Requested:** From \_\_\_\_\_ a.m. / p.m. To \_\_\_\_\_ a.m. / p.m.

**Type and Description of Event:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Alcohol to Be Served?** Yes \_\_\_\_ No \_\_\_\_

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:**

---

---

---

---

**Anticipated Attendance:** \_\_\_\_\_

(Note: Maximum Capacity – Mill – 100 Town Hall – reception 150; banquet 100)

**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:** \_\_\_\_\_

---

**Payment Information:**

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

Location + Services	Date & Time Required	Cost

<b>FEE SCHEDULE (including set up/clean up time)</b>	<b>Old Town Hall</b>	<b>Old Stone Mill</b>
Basic Fee per hour	N/A	\$125.00
Half Day/Evening (4 hours)	\$50.00	\$400.00
Full Day (8 hours) Event Hall (only)	\$100.00	N/A
Full Day (8 hours) Full Use with Kitchen Use	\$200.00	N/A
Rental Deposit	\$50.00	\$75.00
Maintenance Deposit (Half/Full Day Rental Only)	\$50.00	\$100.00

**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. This deposit is refundable provided The Delta Mill Society receives written notice 30 days prior to the date of the event, otherwise it is non-refundable.
- 4) The balance of the account is due 14 days prior to the event. If cancellation occurs after this date, 50% of the total amount as stated in this agreement will be payable to The Delta Mill Society.
- 5) 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.
- 6) 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.
- 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.
- 8) The only open flame permitted on the premises is Sterno, approved for use with chafing trays. All others, including candles, are prohibited.
- 9) 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.
- 10) In accordance with the Smoke Free Ontario Act, smoking is not permitted in the Old Stone Mill National Historic Site, the Old Town Hall, on the veranda of the Old Town Hall, or within 5 meters of all building entrances.
- 11) In accordance with the Township of Rideau Lakes Noise By-Law, the Lessee must not play music, whether recorded or performed, after 12:00 am, and shall ensure the facility is cleared of guests by 1:00 am. Event organizers are permitted to remain for cleaning purposes.
- 12) 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.