Old Stone Mill
NATIONAL HISTORIC SITE OF CANADA
Delta
ONTARIO

The Delta Mill Society, P.O. Box 172, 8 Lower Beverley Lake Park Road, Delta, ON K0E 1G0
Tel: 613-928-2584 * email: deltamillsociety@gmail.com * web: www.deltamill.org

Delta Mill Society – 2026 Facilities Rental Agreement
Old Town Hall (OTH)

Rental Season: April 1 to October 31 ***(OTH is minimally heated in winter)***

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 your 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.

Facilities Requested:

1) ☐ *Main Hall* ☐ *Kitchen Use (fridge, stove, dishwasher)* ☐ *Lift* ☐ *Stage*

2) ☐ AV and other equipment rental

Times 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: _____

_____

_____

List of Items/Equipment to be brought in: _____

_____

_____

Anticipated Attendance: _____

Event Capacity: Old Town Hall, Main Hall: audience standing **150;** audience seated **125**; seated meal with round tables **75**; seated meal with rectangular tables **100.**

Applicant Information:
(**Note**: This Facility Rental Agreement is not transferrable)

Name of Individual, Group, or Organization:

_____
Contact Person Organization Name

_____
Mailing address

_____
City/Town Prov Postal Code

_____
Telephone Email

DMS contact for this rental is: _____Tel: _____

2026 Fee Schedules

OLD TOWN HALL (OTH) **Fee Schedule (Includes YOUR SET UP/CLEAN UP TIME)**	**COST**	**Add to total**
Half Day (4 hours) Morning/ Afternoon/Evening	$125.00	
Half Day (4 hours) with Kitchen (incl. Fridge, Stove & Dishwasher)	$160.00	
Full Day (8 hours)	$200.00	
Full Day (8 hours) with Kitchen (incl. Fridge, Stove & Dishwasher)	$320.00	
Basic Fee per hour (over half day or full day rental)	$35.00	
Use of Delta Room during hall event – per 4-hour block	$50.00	
Rental Deposit – paid during booking or a minimum of 3 weeks before the event	$50.00	
Maintenance deposit – including the conditions in Appendix C	$150.00	
Set Up (by a DMS Volunteer) – additional (if required)	$200.00	
	OTH TOTAL	

EQUIPMENT available to rent (Wi-Fi is free)	**COST**	**Add to total**
Coffee/Tea pots, mugs. (bring your own coffee, cream, sugar, etc.)	$15.00	
Place settings for 50 @ $5.00 per place setting	$5.00 / setting	
Digital projector & Screen	$15.00	
☐ Fixed PA system or ☐ Portable PA system	$15.00	
☐ Cordless microphone or ☐ wired microphone (both w/stand)	$15.00	
	Equip TOTAL	

TOTALS BROUGHT FORWARD	**TOTALS**
Old Town Hall rental – including maintenance and rental deposits	
Equipment rental(s)	
GRAND TOTAL	

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 in advance a GRAND TOTAL of $_____. This amount is in exchange for the **use of the facilities** as outlined above, in exchange for the use of any **AV and other equipment** and both **rental** and **maintenance deposits**. This includes:
   a. *The rental deposit of $_____ no later than 3 weeks prior to the event.*
   b. *The balance of $_____ to be paid no later than the day of the event.*
4. In addition, to pay for all cleaning or damages resulting from our use of the facility as billed by the Delta Mill Society in excess of the maintenance deposit. *NOTE: if the site does not require additional attention, the maintenance deposit will be returned.*
5. As the person responsible for hall rental, I understand that SOCAN reporting and payment for concerts/performances is under liability of the promoter, i.e., the one who organizes a show and pays the performers and collects revenues from ticket sales.

Please initial here: _____

_____
Lessee name (Please Print)

_____ _____
Lessee Signature **Date**

_____ _____
Delta Mill Society (Lessor) Representative signature **Date**

PAYMENT

- By **cheque** made out to ***The Delta Mill Society.***
- By **cash** given in person.
- By **credit card** via PayPal using the PayPal donation link on the donation page of our website (**www.deltamill.org**) Note, you don't need to be a PayPal member.
- By **e-transfer** to **treasurer.tdms@gmail.com**. Please use the message section of e-transfer so our Treasurer will know what the payment is for.

CALCULATION EXAMPLES

Our system is a bit complicated since we offer 2 different venues with several options for each venue. The following are a few payment examples to hopefully provide more clarity.

Calculation Example:

Old Town Hall main hall rental for full day (8 hours) including kitchen facilities – rental for July 20. No equipment.

1. The **Grand Total**, which includes the rental deposit and the maintenance deposit, would be **$520** which consists of $320 rental + $50 rental deposit + $150 maintenance fee.
2. The Rental Deposit portion of $**50** would be due no later than June 29 (3 weeks ahead of July 20)
3. The Balance of **$470** ($520 Grand Total - $50 rental deposit) is payable prior to the event on July 20 (it could be on July 20)
4. After the event the DMS will assess if any damage has been done and will return both the rental deposit of $50 and the maintenance deposit of $150 (assuming no damage, see conditions) within 30 days of the event (usually faster).

Your net cost of this rental, assuming no damage, is $320

QUESTIONS? Our volunteer Hall rental manager will be more than happy to help.

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 pages 3 and 4 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.) The rental deposit is required a minimum 3 weeks prior to the event. The balance of the contract total is due prior to the event. If cancellation occurs within two weeks of the event, then the rental deposit will be retained by 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 beyond (extra) what the DMS supplies – such as any extra 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 will apply. Please note that electrical outlets/services are limited.

6.) A mixture of round and rectangular tables is available and can be used providing caution is taken as to not scratch the hardwood floors.

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 artefacts. 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 that is outside the rental agreement, then an additional fee will be charged (see fee schedule).

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.

    a. As a reminder, there are 50 place settings total (see fee schedule for cost).

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 from the premises. 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 vaping, tobacco and 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 in the DMS Blacksmith Shop, 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 11:00 p.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.

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.) After the event, the facility will be reviewed to assess for possible damage beyond "normal wear and tear" and a kitchen check will be done for missing or damaged dishware, etc. In general, damaged or missing equipment, appliances, furniture, etc. will be charged to the Lessee at 200% of the replacement cost for the items.

18.) Should damage to the facility or its equipment exceed the maintenance deposit, additional charges may be assessed by the Board.

Appendix C: Delta Old Town Hall Rentals – Clean-up Checklist

The Old Town Hall is owned and operated by the Delta Mill Society, a non-profit organization. Rentals are managed by volunteers who give their time to support the organization and the community. Thank you for your cooperation in keeping our facility in great shape.

This checklist is to help ensure that your end-of-event clean-up is complete and complies with the terms and conditions of your rental contract.

Please report any operational problems or damages to our volunteer rental manager

Please ensure that you:

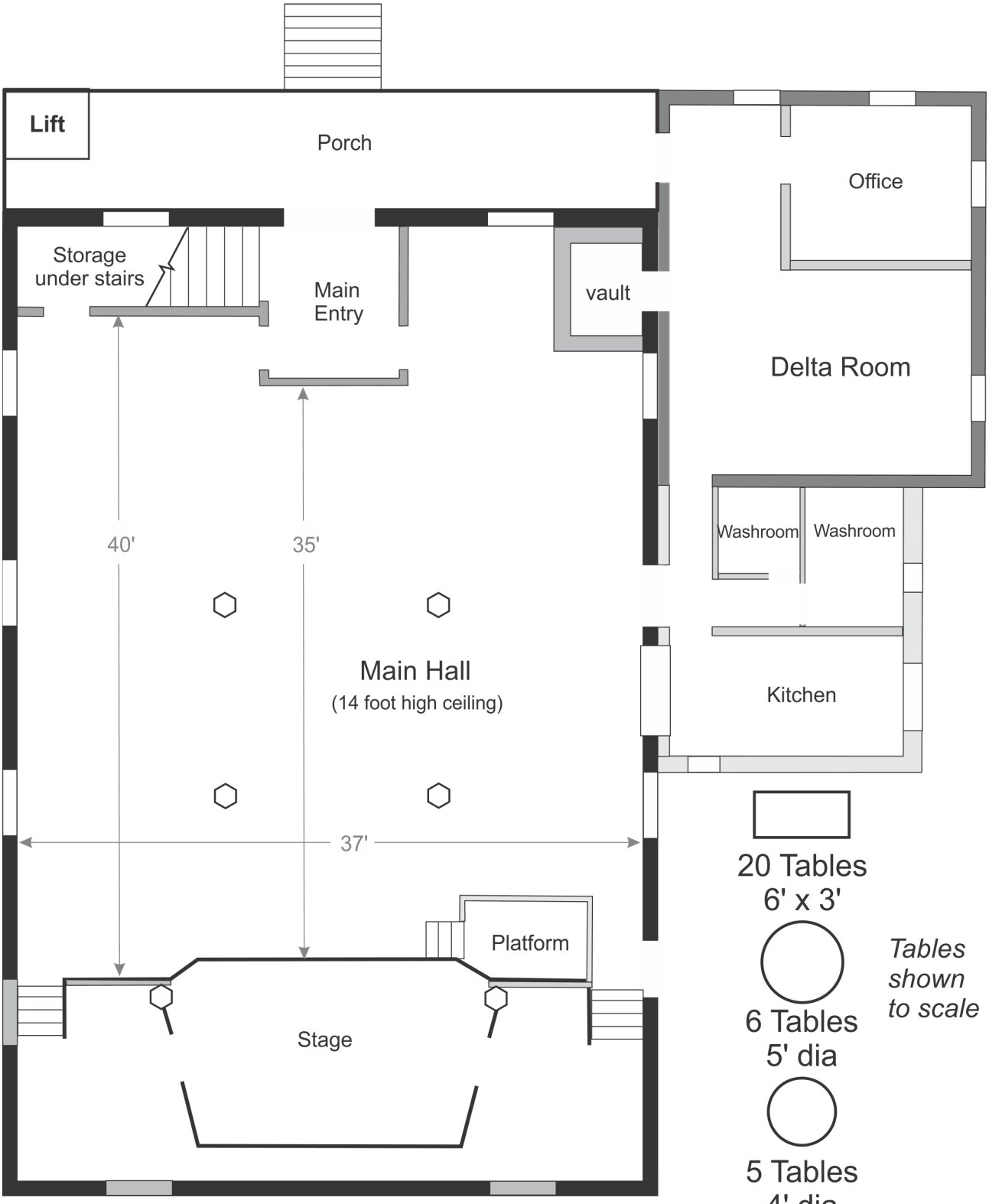
	TAKE YOUR GARBAGE WITH YOU. All garbage and recycling must be removed from the premises and clean, fresh bags left in the appropriate cans. Please check: • the kitchen • exterior of building
	CLEAN THE KITCHEN: Ensure counters, sinks, stove top and floors are clean. Make sure the stove and oven are turned off
	DO NOT LEAVE FOOD: Verify that any food items related to the event have been removed unless prior arrangement has been made to leave any surplus with the Delta Mill Society.
	WASH, DRY & PUT AWAY all dishes, glassware, coffee urns, pots and cutlery
	SWEEP all floors & SPOT WASH where necessary
	ENSURE BATHROOMS are clean and all faucets are turned off
	REMOVE ALL DECORATIONS and personal equipment
	CLOSE & LOCK all exterior doors (lock the main door from the inside, use the side door to exit, locking it behind you)
	INSPECT the exterior grounds to be sure they are free of litter
	TURN OFF ALL LIGHTS

As a reminder, after the event, the facility will be reviewed to assess for possible damage beyond "normal wear and tear" and a kitchen check will be done for missing or damaged dishware, etc. In general, damaged or missing equipment, appliances, furniture, etc. will be charged to the Lessee at 200% of the replacement cost for the items. Should damage to the facility or its equipment exceed the maintenance deposit, additional charges may be assessed by the Board.

Thank you very much and we hope to see you again!

EMERGENCY – Call 911

Old Town Hall – 8 Lower Beverley Lake Park Road, Delta



Old Town Hall - Main Floor

The Delta Mill Society