

THE LOST VILLAGES HISTORICAL SOCIETY
CHURCH RENTAL AGREEMENT

Revised October 10, 2016

- To inquire about booking an event in the Lost Villages Church, contact Tim Gault at 613- 534-2519, or by email at timgault@sympatico.ca

After a booking date and time are agreed upon, the following procedures will apply:

- Payments (Rental and Security Deposit) for all Church Event Bookings are due within 30 days of booking, and must be paid at least 90 days prior to the event date. Security deposits, full or partial, will be returned by mail within 30 days of the event.
- If payments are not received 90 days prior to the event date, and alternative payment arrangements have not been made, the event will be considered cancelled, and the date will be made available for other parties wishing to make bookings.
- Payments must be by cheque or money order. Payments are to be made out to “The Lost Villages Historical Society” and mailed to:

THE LOST VILLAGES HISTORICAL SOCIETY
CHURCH EVENT BOOKINGS
PO BOX 306,
INGLESIDE, ON, K0C 1M0

CHURCH RENTAL REQUEST FORM

Event: _____

Requested Date and Time of Event: _____

Booking Party Information – Names, telephone number, e-mail address and Postal Mailing Address:

We have read and agree to all conditions as outlined in the “Church Rental Rules - 2017”

signed: _____

signed: _____

THIS FORM MUST BE FILLED OUT AND MAILED TO THE ABOVE ADDRESS

LOST VILLAGES HISTORICAL SOCIETY CHURCH RENTAL RULES - 2017

- 1) A Security Deposit of \$100 is due at the time of event booking. If there is no damage to buildings or artifacts, or excessive cleaning is required, the deposit will be refunded by cheque (by mail) within 30 days of the event. Booking parties will be held fully responsible for any damages to buildings or artifacts, running over the booked rental time, or excessive cleaning requirements. This will result in all or part of the security deposit not being returned. If a booked event does not take place, and notification is not made at least 30 days in advance, no deposits or payments will be returned.
- 2) Church rentals are available daily from May through October (no heat). Some dates may not be available due to other events at the museum or in Ault Park. The latest booking time is 4:00 pm (the museum site closes at 5:00 pm). Some exceptions may be possible, at an extra cost.
- 3) The Rental Rate for the Church is \$150 per hour. Rental rates beyond 1 hour are charged at \$35 per 15 minute period. Rental (and security deposit) payments are due within 30 days of booking and must be paid at least 90 days prior to the event date.
- 4) Access to other Museum buildings for photos, etc. may be arranged at the same time as the event booking. Rental rates and conditions are the same as for the Church.
- 5) No furniture, displays, or artifacts may be moved or disturbed. No nails may be driven into the Church pews or any other surfaces. The use of confetti, rice, flower petals, or any other loose materials is not permitted. Lighted candles or any open flame is not permitted in the Church. All decorations and items belonging to the party must be removed from the Church immediately following the event.
- 6) All members of an event party are to be made aware that they are entering a Museum as well as a Church, and that they will be expected to conduct themselves accordingly.
- 7) Food and drinks (water excepted) are not permitted in the Church.
- 8) There is no charge for parking on the site. Parking is not permitted on the lawns, but exceptions may be made for special circumstances. Please ensure that no vehicles park on the paved "Recreation Path". This is a municipal bylaw, and may result in tickets.
- 9) Washrooms are available on site. They are supplied with municipal potable water, and are shut off and closed by the municipality during the cold months.
- 10) Ault Park is a public park, owned and operated by the Township of South Stormont. There is always a possibility that other events could be taking place in the park. The buildings & contents are owned and operated by the Lost Villages Historical Society.

Please enjoy your time here with us,
and please leave all parties with good memories of a very special occasion...