

The Lost Villages Historical Society

CHURCH / PAVILION RENTAL AGREEMENT

Revised May 24, 2024

To inquire about booking an event in the Lost Villages Church or Pavilion:

- 1) E-mail the Lost Villages Historical Society website at info@lostvillages.ca or
- 2) Contact LVHS Events Coordinator Tim Gault by phone at 613-534-2519

The Church or Pavilion Rental is \$200 (each), plus a \$100 Security Deposit. There is an additional \$100 surcharge for events starting at 5:00pm or later. Rental period is 2 hours. Full payment of the Rental + Security Deposit are required to lock in a booking. If a paid, confirmed booking is cancelled 30 days or more before the date, the full payment will be refunded. If the cancellation is made less than 30 days before the booking date, the security deposit will be refunded, but the rental will be forfeited.

In either scenario, there will be a \$10 administrative fee deducted from the refund.

Payment may be made by **cheque** or **money order**, made out to “The Lost Villages Historical Society” and mailed, along with the form below, to:

The Lost Villages Historical Society
Church Event Bookings
PO Box 306,
Ingleside, ON, K0C 1M0

Payments may also be made **electronically** (by e-mail) to treasurer@lostvillages.ca or by Credit Card (a **\$5.00 surcharge** will be added for credit card purchases).

AGREEMENT / REGISTRATION FORM – SUBMIT WITH PAYMENT

Event: _____

Building (Church or Pavilion): _____

Chairs / Tables? (Pavilion only): _____

Requested Date and Time of Event: _____

Booking Party Information – Names, telephone numbers, e-mail addresses and Postal Mailing Address: _____

We have read and agree to all conditions as outlined in this document

Signed: _____

Signed: _____

Lost Villages Historical Society
CHURCH RENTAL RULES

- 1) A Security Deposit of \$100 is due at the time of event booking. If there is no damage to buildings or artifacts, and no excessive cleaning is required, the deposit will be refunded. Booking parties will be held responsible for any damage to LVHS buildings or artifacts, and for any excessive inside or outside cleanup required. This will result in the security deposit not being returned. If a booked event does not take place, the security deposit will be returned (minus a \$10 administration fee). The building rental payment will not be returned.
- 2) Church rentals are typically available daily from Mid-May through Mid-October. Some dates may not be available due to other events taking place on the site.
- 3) Rental Rate is \$200 per 2 hours. The Church (or Pavilion) are typically made available 1 hour before the booked time to permit decorating and set-up. The rate is based on the event being complete, and the building vacated by 5pm (museum closing time). For bookings at 5pm or later, there is a Rental Surcharge of \$100.
Full Payment and completed registration form are due at the time of booking.
- 4) Rentals of other Museum buildings may be possible. Rental rates and conditions for other buildings are the same as for the Church.
- 5) No furniture, displays, or artifacts may be moved without permission. No nails may be used to attach to 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 type of open flame is not permitted in any of the Museum buildings. All decorations must be removed from the Church immediately following the event.
- 6) All members of an event party should be made aware that they are entering a Museum, and a Church. They will be expected to conduct themselves accordingly.
- 7) Food & drinks are not permitted in the Church. Water is OK. Please take bottles away.
- 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.
- 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.