

**THE LOST VILLAGES HISTORICAL SOCIETY**

**CHURCH RENTAL AGREEMENT**

Revised October 1, 2023

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

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

**The Church Rental is \$200, plus a \$100 Security Deposit. There is an additional \$100 surcharge for events starting at 5:00pm or later. If a booking is cancelled, for any reason, there will be a \$10 administrative fee deducted from the refund.**

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

Full payment of Church Rental and Security Deposit is due at the time of booking. The booking will be locked in upon receipt of full payment and the Registration Form. If the payment is not received within 30 days, the booking will be considered to be cancelled. 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.

**Payments** 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](mailto:treasurer@lostvillages.ca) or  
by  
Credit Card (a **\$5.00 surcharge** will be added for credit card purchases).

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**AGREEMENT / REGISTRATION FORM – SUBMIT WITH PAYMENT**

Event: \_\_\_\_\_

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: \_\_\_\_\_

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## 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) The **Rental Rate** for the Church is **\$200 per hour**. The Church is 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 Church 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, **including the Pavilion**, 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 form 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. 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.