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Enriching our future.

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## GLENGARRY PIONEER MUSEUM

### Facility Information & Rental Agreement

The Glengarry Pioneer Museum was established to tell the story of the pioneers who settled in the Glengarry County area from the time of first settlement until 1915. The Museum's purpose is to research, collect, preserve, exhibit, and interpret a collection of historical artifacts, in order to create a tangible link with the past. Although this is the Museum's first priority, the museum grounds can also serve as an ideal location for family gatherings, anniversaries, weddings and other functions within the community.

On about 5 acres in rural North Glengarry, just a short 10-minute drive from Hwy. 417, the Museum consists of 11 log and timber framed historic buildings that were original to Dunvegan or were relocated from within the local area. The newly constructed Williams Pavilion offers a rustic open-air shelter that is perfect for community gatherings.

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## 1. DESCRIPTION OF THE FACILITY

### 1.1 Spaces Available

#### **Williams Pavilion**

The **Williams Pavilion** (the Pavilion) measures 44' x 55' and is constructed from the post and beams of an historic barn. It is open-air with a large roof, but no walls. The floor is crushed stone and there are electrical outlets throughout. The Pavilion can fit thirteen 8' round tables, seating approximately 104 people. With rectangular tables, the Pavilion can seat up to 130 people. When set up with theatre style seating, the Pavilion can seat up to 150 people.

#### **The Grounds**

Set on close to 5 acres, the Museum is a grassed and partially tree covered site with some gravel pathways between its buildings. There is ample space to set up rented tents of various sizes; however, their location must be discussed with the Curator / Administrator in order to avoid drainage tiles and buried electrical cables. Any required temporary building permits and inspections will be the responsibility of the Renter. The grounds are ideal for photography or outdoor ceremonies of any kind.

#### **Museum Buildings**

Access to museum buildings during regular open hours is permitted to rental guests; however, **food and drinks must be kept to the area in and around the Pavilion**. If you would like to have a guided tour (or two, depending on the number in the group), an extra \$5.00 per person will be added to the rental fee. Guests are not permitted to touch or climb on any artifacts, including machinery in the drive shed. Photography is allowed in the buildings.

#### **School House \***

The one room schoolhouse can be available for small concerts or lectures. It can seat approximately 40 people in a mixture of benches and old school desks. It has excellent acoustics and access to electricity. The use of just **one chalkboard** is permitted but **other artifacts must be left untouched**.

#### **Star Inn \***

This 1860s inn is the heart of the Museum and **artifacts must not be touched by guests**. The building houses an old tavern that was used up until the 1890s. With permission from the Curator / Administrator, the bar can be licensed and used in a limited capacity for short periods of time. For example, it could be used for a "cocktail hour" while a wedding party is having photos taken.

**Alcohol is prohibited on museum property** except when special arrangements have been made with the Curator / Administrator. The Renter is responsible for completing all necessary applications, acquiring required permits, and paying all applicable fees.

Keep in mind that the Museum remains open to the public during its regular operating hours (10:00am-5:00pm) and **Renters cannot prevent its use by other visitors** or Members of the Museum.

\* Special rates for use of these buildings alone may be negotiated.

## 1.2 Furniture & Equipment

All furniture and equipment must be returned in the same condition it was found. Unless otherwise stated by the Curator / Administrator, the following furniture items are included with the rental at no additional cost:

- 10 rough wood folding rectangular tables 2'x6'
- 10 picnic tables
- 75 wood chairs
- 1 Stage (in 2 8'x12' sections)
- 6 garbage bins
- 4 recycling bins

## 1.3 Access & Parking

There is one small gravel parking lot close to the entrance to the Museum and Pavilion. It can accommodate approximately 10 cars. There are currently no accessible parking spaces with visible signage; however, a sign can be put up to signify certain spaces are available to disabled persons. This area can also be used as a drop off zone. Arrangements for a larger number of vehicles must be made well in advance of an event for parking in the grassed field south of the Museum grounds. In addition, there is limited on-street parking around the Museum, if necessary.

The grounds of the Museum are a semi-natural landscape with grass and some compacted gravel pathways between buildings. Some areas must be reached by travelling over grass.

## 1.4 Washrooms

Two public washrooms are available at the Orange Hall entrance building, one of which is wheelchair accessible. Any Renter expecting more than 40 people may be required to arrange for the rental of sufficient portable washrooms. The Renter must pay for any repairs of plumbing blockages caused by negligence or misuse by the Renter, their agents, or their guests. If the cost of repair is more than the Damage Deposit, the Renter must pay any extra expense within 10 days of the repair.

## 1.5 Garbage

The Museum has several garbage and recycling bins, but the Renter must bring their own bags and **take all garbage with them before they leave (including from the bathroom)**. The Museum does not have adequate facilities to store garbage from events, and, garbage cannot be left overnight anywhere on site, due to the risk of animals.

## 2. RENTAL CATEGORIES & FEES

### 2.1 Rate Categories

#### a) *Not-for-Profit*

Applicable to not-for-profit organizations and community interest groups with or without paid staff that offer a community-based activity or service.

b) *Museum Members*

Applicable to Members who have had an up-to-date paid membership with the Museum for at least two consecutive years.

c) *Basic*

Applicable to individuals and groups for private use. Examples may include: Anniversary Parties, Family Reunions, Weddings or other ceremonies, or receptions. This category also includes for-profit organizations and businesses.

## 2.2 Rental Rates

| Category                      | Half Day (4 hours) | Full Day (8 hours) |
|-------------------------------|--------------------|--------------------|
| Basic                         | \$250              | \$400              |
| Not-for-Profit Museum Members | \$200              | \$300              |

- A minimum 4 hour rental period applies to all rentals.
- **All rentals must include the setup and takedown time required.** Unless other arrangements are approved by the Curator / Administrator, this time includes the time for decorating of events. Any additional time required will be billed accordingly, at a rate of \$50 per hour.
- A Damage Deposit of \$200 is required for rental of the grounds. This deposit must be paid in full on signing of the Rental Agreement.
- If the site is only being used for photos of a wedding party, the fee is \$50 (\$25 for Museum Members), and such activity should be limited to one hour.
- Group Tours for your guests – add \$5.00 per person to the rental rate (minimum \$25.00). Please confirm at least one week prior to your event how many people will be taking the tour.
- Under certain circumstances, different rates may be negotiated.

## 3. MUSEUM STAFF RESOURCES

### 3.1 Bookings

The Curator / Administrator is responsible for providing information about the facilities, providing a checklist of any required forms and applications, giving tours to prospective clients, and scheduling all bookings. Bookings cannot be made for days on which another event is taking place. Museum events take precedence over rentals. The Museum reserves the right to decline a rental for any reason.

### 3.2 Staff Responsibilities

A minimum of two staff members will be present during rental events. One of these may be a volunteer. The functions of staff are as follows:

- To ensure the safety and security of the collection, buildings, site and patrons.
- To direct Renters to the location of tables, chairs, or other furniture and equipment, as required. Staff is not responsible for setup, moving or arranging any furniture.

- To open and close the Museum according to the hours noted on the Rental Agreement. Access to buildings other than the Pavilion and Orange Hall is not permitted after 5:00pm, unless prearranged with the Curator / Administrator.
- To assist the Renter (or designate) with any site related issues that may arise during the rental, such as placement of tents.
- To ensure that patrons adhere to the Rental Agreement, as well as all LCBO regulations, and municipal bylaws.

#### **4. RENTER'S RESPONSIBILITIES**

The Renter is responsible for:

- Reading and understanding the conditions of this information and Rental Agreement, and notifying their guests of any restrictions.
- Supervision of the conduct of all guests at the Renter's event, including responsibility for any damages caused by any guest.
- Setting up any materials before the event and taking them down afterwards; this includes any and all tables, chairs, catering equipment, decorations, etc.
- Employing an outside catering service, if required. Please note that there are no kitchen facilities available.
- **Collecting garbage and recycling, and removing it from the Museum at the end of the day.**
- Meeting and providing staff with proof of acquiring all necessary permits, such as a Special Occasion Permit, temporary building permit, extra liability coverage, or burn permit.
- Assuming complete and total responsibility, and liability for any and all occurrences or accidents, should alcoholic beverages be served, and agreeing to hold harmless the Glengarry Pioneer Museum and the Township of North Glengarry. The Renter also agrees to abide by all terms and conditions of the Liquor Control Act of Ontario.
- Acquiring and completing all required permits, inspections, letters of event liability insurance, etc. The Museum will provide a checklist of the requirements at the time of booking.
- Addressing any disturbances or problems caused by intoxicated patrons, and ensuring that any intoxicated guests are provided with safe transportation when they leave the Museum. Museum staff must be notified of any incidents, accidents or damages to the facility, and if assistance is required in dealing with any situation, or if emergency services need to be called.

#### **5. TERMS & CONDITIONS**

- The primary responsibility of the Glengarry Pioneer Museum is the care and safeguarding of the historic buildings, Museum site and artifact collections. Renters are expected to respect the function and responsibilities of the Museum.
- Decorating will be permitted prior to the event, providing nothing is done to damage or mark the pillars, beams or woodwork; this precludes the use of a staple gun, screws, nails and heavy adhesive tape. Consult a staff person for other suggestions. **The time taken for decorating must be included in the rental period.**
- Votive or dripless candles are permitted in the Williams Pavilion. They must be contained in suitable glass or metal holders. No candles or open flames are allowed in any other buildings.
- The Williams Pavilion, other buildings, and any furniture and equipment must be left in the same condition as they were found.

- **Smoking** is highly discouraged on the Museum property and is **strictly forbidden in all buildings, including the Williams Pavilion**. A single designated smoking area will be provided upon request.
- Dogs, except certified service dogs, are not allowed on Museum grounds.
- Open fires are not permitted unless a burn permit has been acquired from the Township of North Glengarry and the burn site has been agreed upon with the Curator / Administrator.
- **Food and beverages are permitted in the Pavilion and on the grounds, but are not permitted in any other buildings.**
  - All arrangements for food and beverages are the responsibility of the Renter. However, the Renter must advise staff at time of booking of any catering arrangements.
  - Alcohol may be consumed in and around the area of the Pavilion or, in special pre-arranged cases, around the Star Inn. This is only if the Renter has acquired a suitable permit, complies with all regulations, and notified staff at the time of booking.
- All food, beverages, furniture and equipment provided by the Renter must be removed during the booked hours, unless special arrangements to temporarily store such items have been made with the Curator / Administrator prior to the event.
- The Museum is not responsible for lost or stolen articles.
- Renters using equipment or instruments that generate noise, or engaging in noisy activities, must do so within the provisions of North Glengarry's noise bylaw (Bylaw - 23-2009).
- **The event, including cleanup, must terminate no later than the time specified in the Rental Agreement.** Rentals can take place anytime between 8:00am and midnight. An additional fee will be charged for going over the booked time.
- Renters and all persons attending the event must abide by the directions of the Museum staff members on duty during the rental period.
- The Glengarry Pioneer Museum is not liable for personal or other injuries to the Renter, their guests, or any other person providing services to the Renter.
- The Renter understands that this agreement is being made for the purposes of the signed Renter ONLY. It cannot be assigned or transferred to any other person or organization.
- In the event that the Renter is a corporation, partnership, organization or group, the signatory must be legally empowered to enter into agreements on behalf of the Renter, and acknowledges this by their signature.
- The museum requires a minimum of seven (7) days notice to cancel the Rental Agreement without penalty. A cancellation fee of \$100 may be deducted from the Damage Deposit before it is refunded, if sufficient notice is not given.



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## RENTAL AGREEMENT

Renter's Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ eMail: \_\_\_\_\_

Emergency Contact & Emergency Phone: \_\_\_\_\_

This Rental Agreement is made the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between the Glengarry Pioneer Museum and \_\_\_\_\_

(hereinafter known as the Renter)

It is hereby agreed that The Glengarry Pioneer Museum (2013) does grant the Renter permission to use the Williams Pavilion, to be used for the purpose of: \_\_\_\_\_

\_\_\_\_\_

Date(s) of Event: \_\_\_\_\_

Time(s) of Event: \_\_\_\_\_

It is agreed that the cost of the rental will be \$\_\_\_\_\_ plus a Damage Deposit of \$200 to be paid at the time of signing and retained by the Glengarry Pioneer Museum until an inspection of the premises determines that the site is free of damage and/or debris.

The Renter agrees that he/she has read, understood and hereby approves the terms set out in the preceding Facility Information package, and any additional terms listed on the reverse.

Signed: \_\_\_\_\_

*Renter*

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

*for The Glengarry Pioneer Museum (2013)*

Date: \_\_\_\_\_

## RENTAL CHECKLIST

Please complete the following information:

How many people will be present at your event? \_\_\_\_\_

How many chairs will you require? \_\_\_\_\_

How many 2'x6' rectangular tables will you require? \_\_\_\_\_

Will you require electricity? \_\_\_\_\_

Will you be arranging for a caterer? \_\_\_\_\_

Will you be serving alcohol at your event? \_\_\_\_\_

Will you need to arrange for portable washrooms? \_\_\_\_\_

How many portable washrooms will you be renting? \_\_\_\_\_

Does your event require a designated smoking area? \_\_\_\_\_

How many people will require a group tour? \_\_\_\_\_

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### ADDITIONAL TERMS:

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### \*\*\* For Office Use Only \*\*\*

- Portable Washrooms
- Garbage/Recycling
- Chairs
- Tables
- Electricity
- Caterer
- Special Occasion Permit
- PAL Insurance
- Letters to OPP, Fire Department, Health Unit, Township Office
- Temporary Building Permit
- Building Inspection
- Burn Permit
- Smoking area
- Group Tour