

Niagara Historical Society & Museum Rental Policy

General Philosophy

The Niagara Historical Society & Museum (“Museum”) will conduct educational programs and life-long learning opportunities for the people of Niagara, visitors and members of the Society. These programs will support our mandate to encourage and educate individuals on the heritage of Canada and the Niagara region. This objective will be accomplished through the use of the Museum’s collection and research of the Society.

The Niagara Historical Museum will ensure that all programs conducted by the Museum will be in a safe, secure environment for staff, visitors and volunteers.

Reason for Allowing Space Rentals

- to provide a venue for our partners and community groups to come together to learn, socialize and network
- to provide a service to the community that we serve
- to generate revenue for the Museum
- to introduce new groups to the Museum and promote upcoming events, exhibitions, or special projects

Aims and Objectives

The aim of this policy is to define the boundaries for holding meetings/events at the Museum. In addition, the policy will outline the division of responsibilities between the Museum and the applicant.

Insurance

The applicant seeking rental facilities at the Museum agrees to assume full financial liability and responsibility for any damage or loss of objects/property at the museum, and for any accident, injury or loss/damage of objects/property incurred by the applicant and/or applicant's guests during or, as a result of the rental of the facility, including legal fees, should they become necessary.

By the signing of a rental agreement, the applicant would be required to indemnify and hold harmless the Museum, its officers/Board, staff, directors, volunteers, and employees from suit, action, damages, liability and expense in connection with personal injury, death, property damage, loss or theft resulting from the use of the museum facilities. The applicant shall also accept full responsibility and liability for any personal injury or property loss and/or damage to anyone including third parties arising from or in connection with the applicant's rental event. Proof of insurance is required with 2 million liability

Rental Facilities

Available spaces at the Museum include the Research room with a maximum capacity of 10 individuals and the main floor permanent gallery, including the lower floor of Memorial Hall gallery, with a maximum capacity of 80 individuals. Applicants are not permitted to exceed the maximum capacity.

The main floor permanent Gallery space or the High School portion of the Museum was built in 1875 and became part of the Museum complex following WWII . This area includes the Research Room.

The lower floor of Memorial Hall is the Museum's temporary exhibition space. Memorial Hall opened on June 4, 1907 and is the first building in Ontario designated as a Museum.

The Research room facilities are available Sunday to Saturday 8:00 am to 10:30 pm.

The main floor space is available in the Winter, Sunday to Saturday 8:00 am to 12:30pm and 5:00pm to 10:30pm, and in the summer, Sunday to Saturday 5:00 pm to 10:30pm unless other arrangements are approved by the Museum.

Rental facilities at the NHSM may be used for lectures, workshops, meetings, small dinners, receptions, and ceremonies. The NHSM has the right to refuse any application. Other events not listed may be negotiated with the Museum.

Groups using the NHSM for meetings/events will have access to public washrooms, electrical outlets, garbage receptacles and the partial kitchen area. The following items are also available for use. Twenty-four hour notice is required if these items are to be used and may depend on availability. Hosts can bring in their own equipment if they wish.

Chairs- 70

Small tables- 10

Large tables- 6

Coffee urn- 2

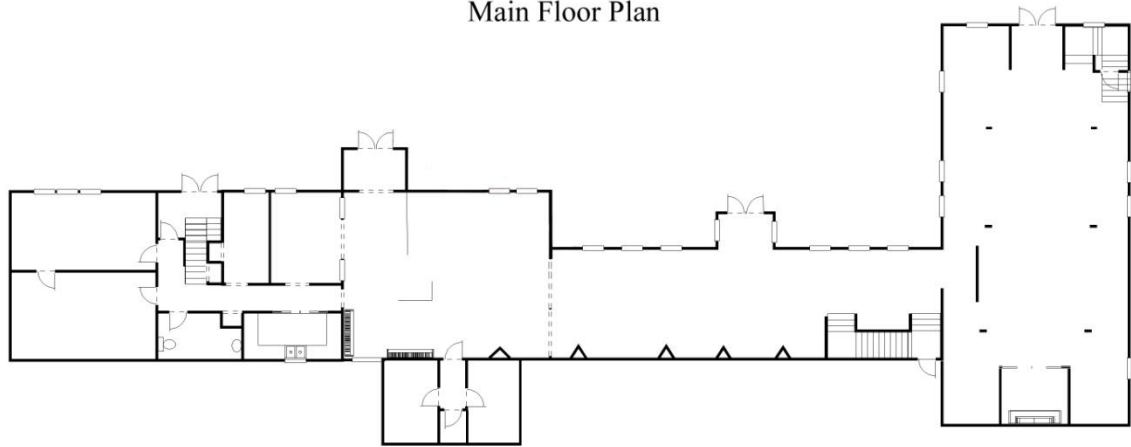
Tea Kettle and Tea Urn - 1

Overhead & Digital Projector

Podium with microphone

Photocopier (per sheet charge applies)

Niagara Historical Society Museum Main Floor Plan



Memorial Hall Ground Floor: 1500 Sq. Ft.
Main Floor Total: 3479 Sq. Ft.

Accessibility

The Museum Main Floor and Research room is accessible to physically disabled visitors. A wheel chair is also available for use by visitors to the Museum. Please inquire at the Front Desk.

Supervision

The Niagara Historical Society & Museum requires that one Staff person be present at all rental functions. This ensures that the Museum security measures are followed correctly like opening and closing Museum, engaging security system as well as respect of the overall collection is adhered to.

Booking Process

Museum events and activities take first priority, followed by partner organization meetings and events. The NHSM is a public educational institution and specially booked meetings/events cannot interfere with the Museum's exhibitions, interpretive programs and public visits.

All booking requests are handled by the Society Administrator: 905-468-3912, or contact@niagarahistorical.museum. All booking requests must be submitted in writing, using the Niagara Historical Society Rental Agreement. No verbal agreements will be accepted. All requests must be approved by the Museum. The Museum Director has the right to refuse booking requests.

Tentative bookings cannot be guaranteed. If another organization is prepared to make a financial commitment during a tentative booking, we reserve the right to contact the original applicant and require the Rental Agreement be received in 24 hours.

A credit card is required at the time of booking. Payment is due on the meeting date unless other arrangements have been made. Should any damages occur to the rental space, the NHSM will charge the cost of repair to the credit card number provided. The applicant is responsible for any damages caused during the time of the rental. The Museum cannot assume responsibility for personal property and equipment brought onto the premises.

In the event of a booking cancellation, the NHSM requires one week notice. If sufficient notice is not received, a \$50 administration fee may apply.

Rules for Use of Rental Facilities

- Food and drink may be served and consumed in designated areas only. **ABSOLUTELY NO PEANUTS OR NUT PRODUCTS ARE PERMITTED.**
- Damage to any property of the Museum must be reported to Staff immediately.
- The use of outside entertainment or services (such as musicians and caterers) must be pre-approved by the Museum. The applicant, caterer and a museum staff person must meet two weeks prior to the event to go over all requirements.
- No touching, climbing or handling of any museum artifacts. No exhibits or artifacts will be moved to accommodate rentals without prior permission of the Managing Director.
- No animals are permitted except those required for medical or special circumstances.
- No trespassing beyond any museum barrier.
- No guns, ammunition, pyrotechnics are allowed on the premises. No open flames and/or fires are allowed in the museum facility. This includes, but is not limited to, stage presentations.
- If young children will be attending the event, the applicant is responsible to see that

they are supervised at all times. This is a museum facility not a playground.

- Be advised that the applicant is responsible for the actions of your guests, vendors, and/or organizations. The applicant will be held responsible for any damage or excessive clean up necessitated as ascertained by museum staff.
- Signage displayed in public areas of the Museum must be of a professional and tasteful nature.
- No alterations to the rental spaces, walls, or exhibitions are permitted. The use of glue, tape, pins, staples, nails or similar items for hanging decorations is strictly forbidden on Museum property. No fastening or securing devices of any kind may be used without permission from Museum staff.
- No glitter, confetti, rice, candles or sparklers are allowed at the Museum. No helium filled balloons without weights will be allowed in the facility. No plant material is allowed.
- All groups are responsible for making arrangements with staff for the disposal of their own garbage. Garbage receptacles and recycling bins are provided by the Museum.
- Pre-meeting visits must be scheduled ahead of time with Museum staff. Set-up times may occur outside of Museum operating hours, but must be scheduled at least 1 week in advance to ensure staff availability and access to the Museum. Please make arrangements with the Society Administrator when booking.
- Rental of individual facility areas does not include access to the entire facility and museum collection. Barriers will be in place and security will strictly control access to the facility.
- The applicant is responsible for all expenses in connection with the event. This includes but is not limited to catering arrangements, and cleaning the area immediately after use. Should the rental area need excessive cleaning, the Museum's cleaning services company will be hired and costs will be paid for by the applicant. This is considered part of your rental hours and must take place during those hours. All arrangements for the event including set up, scheduling deliveries, and removal of rental items must be cleared with museum contact person before each occurrence. The museum is not responsible for any equipment delivered to or picked up from the museum for the event. All equipment must be removed from the museum immediately following the event within the scheduled rental hours, unless other arrangements have been made in

advance.

- Tables and chairs will be set out in rental area. The museum's staff can assist with this but will not be responsible for this service.
- It is the responsibility of the applicant/caterer to provide all necessary linens, dinnerware, silverware, cups, napkins, serving utensils, etc. for the event.
- Applicant must pay a non-refundable deposit of \$100 for the Main Floor and \$25 for the Research Room at the time of rental contract signing.
- All fee schedules, and/or policies are subject to change without prior notification.

Advertising and Public Relations

A written copy of all printed materials using the name of the NHSM must be approved in advance by the Managing Director. Failure to submit in advance will be cause for the Museum to cancel the booking. All marketing materials and publications must be approved by the Managing Director. Any images of the NHSM used for promotion, marketing or publication must be approved by the Managing Director.

Alcoholic Beverages

The applicant is hereby notified that the applicant or the caterer must comply with all the applicable laws and liquor regulations. If alcohol is to be served, a Special Occasions permit issued by the Alcohol & Gaming Commission of Ontario (AGCO) will be required due to increased liability. All permits required by the AGCO, and local governmental entities are not the responsibility of the NHSM. These permits must be displayed at the applicant's event. The applicant is also required to indemnify, protect and hold harmless the NHSM, its staff, directors, officers, volunteers, and employees from and against any and all deaths, injury, losses, costs,

damages, claims, demands, and expenses resulting from the serving of alcoholic beverages at the event.

Please be advised that museum personnel will take steps necessary to protect its property and reputation, including asking you to remove any disruptive guests, call law enforcement authorities, and/or close the facility and terminate the event.

All bartenders and personnel handling or serving alcoholic beverages must be 19 years of age or older, must have Smart Serve Training and will not serve a minor (anyone under 19 years of age) or anyone showing signs of inebriation. Beverages can be served in various glasses or cups.

Smoking ~ Drugs

Smoking is not permitted in the museum facility. The museum is a smoke free environment. Illegal drugs are not permitted on museum property. If drugs are found or suspected, law enforcement authorities will be called immediately.

NIAGARA HISTORICAL SOCIETY

RENTAL AGREEMENT

43 Castlereagh Street, PO Box 208
Niagara-on-the-Lake, ON L0S 1J0
P: 905-468-3912 F: 905-468-1728
www.niagarahistorical.museum
contact@niagarahistorical.museum

It is the responsibility of the Contact Person to complete this form and return it to the above address two weeks prior to the scheduled function.

CONTACT INFORMATION:

Organization Name: _____
Contact Person: _____
Address: _____
City: _____ Province: _____ Postal Code: _____
Email: _____ Telephone: _____ Fax: _____

RESERVATION INFORMATION:

Name of Meeting/Event: _____
Purpose: _____
Date of Meeting/Event: _____ Number of Attendees: _____
Start Time: _____ End time: _____
Total Hours (including set up and clean up): _____

- Main Floor of Museum, Max. Capacity of 80 people- \$100.00/hour
- Research Room, Max. Capacity of 10 people- \$25.00/hour

Please note the equipment is included in the room rental cost.

Discount of 15% on all room rentals for museum members
\$100.00 deposit required upon booking for Main Floor, \$25.00 for Research Room

Please select equipment needed:

- Large Tables. No. _____
- Small Tables. No. _____
- Chairs No. _____
- Overhead Projector _____
- Podium _____
- Coffee Urn _____
- Tea Urn _____

Catered: (Please circle) YES / NO

****Please note that you are required to provide all necessary linens, dinnerware, silverware, cups, napkins, serving utensils***

TOTAL RENTAL FEE: _____

AGREEMENT

It is the responsibility of the Contact Person to call two days prior to the scheduled function to confirm this meeting room request. A charge of \$50.00 will apply if a cancellation notice is not received 24 hours in advance of the event.

Please read and sign below.

1. I have read, understood and will abide by the attached Niagara Historical Society Rental Policy.

2. I understand that I am required to notify the Niagara Historical Society of room cancellations at least 24 hours prior to the scheduled meeting. *If I fail to cancel, a \$50 cancellation charge will apply.*

3. I understand that there is no smoking allowed inside the Museum complex.

4. I understand no alterations to the rental spaces, walls, or exhibitions are permitted

5. I understand that there is no touching, climbing or handling of any museum artifacts.

5. I understand that the use of outside entertainment or services (such as musicians and caterers) must be pre-approved by the Museum.

6. I agree to accept responsibility for any damage caused to the building or its equipment, other than normal wear, resulting from this meeting.

7. I am responsible for leaving the Meeting Room and Kitchenette areas in the same condition as upon arrival – this includes disposing of garbage and recyclables in the appropriate containers provided.

Contact Signature: _____ Date: _____

Museum Staff Signature: _____ Date: _____

Museum Use Only	
Date Booking Received:	_____
Staff Available:	_____
Set-up Requirements:	_____
Payment Received: (Please Circle) YES / NO	Payment method: _____
Credit Card Number Received:	_____
Amount:	_____
Comments:	_____