



**The Museums of Prince Edward County**  
The Corporation of the County of Prince Edward  
Mailing: 332 Picton Main Street, Picton, ON K0K 2T0  
T: 613.476.2148 x 2521 | F: 613.476.8356  
[museums@pecounty.on.ca](mailto:museums@pecounty.on.ca) | [www.thecounty.ca](http://www.thecounty.ca)

## **Macaulay Heritage Park - RENTAL CONTRACT** **23 & 35 Church Street, Picton**

Name of Group or Individual(s): \_\_\_\_\_

Name of Signing Authority: \_\_\_\_\_

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

E-mail: \_\_\_\_\_ Day Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Facility requested:

Grounds                       Church Gallery                       Stone Room                       Other \_\_\_\_\_

Date(s) \_\_\_\_\_

Open Time: \_\_\_\_\_ Close Time: \_\_\_\_\_

Guest Arrival Time: \_\_\_\_\_ Guest Leave Time: \_\_\_\_\_

Type of Function: \_\_\_\_\_ Expected Attendance: \_\_\_\_\_

Do you require setup time outside of your rental time? Yes:  No:

Set up Time: \_\_\_\_\_ Clean up Time: \_\_\_\_\_

**(Additional charges may apply – see Fee Schedule)**

Will there be Alcohol at your function? Yes:  No:  Provider: \_\_\_\_\_

Bar Opens: \_\_\_\_\_ Bar Closes: \_\_\_\_\_

**It is the responsibility of the applicant to obtain a Special Occasions Permit from the LCBO and provide proof of liability insurance in an amount of not less than \$2,000,000 with the Municipality being named as an additional insured on this policy. Special Event Insurance Policies can be purchased from the County of Prince Edward at a cost. All renters must follow the provisions of the Liquor Licensing Act and the Alcohol and Gaming Commission of Ontario. Proof of Smart Serve Certification is required for all servers and ticket sellers.**

<b>For Office Use Only:</b> LCBO Permit #: _____ Proof of Insurance Provided: _____ Smart Serve Certificates: # _____ # _____ # _____
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**Do you require the following County Equipment?**

Please check all required:

Chairs\*\*  # \_\_\_\_\_ Tables  Screen (Renter must provide projector)

\*\* (limit of 88 Chairs for Church, 40 Chairs for Stone Room)

**NOTE:** FOR SAFETY REASONS, LADDERS ARE NOT AVAILABLE FOR USE OF THE RENTER. BURNING CANDLES IS NOT PERMITTED ON THE PREMISES.

**Special Event Information:**

Decorator: \_\_\_\_\_ Contact #: \_\_\_\_\_ Arrival Time: \_\_\_\_\_

Caterer: \_\_\_\_\_ Contact #: \_\_\_\_\_ Arrival Time: \_\_\_\_\_

DJ or Band: \_\_\_\_\_ Contact #: \_\_\_\_\_ Arrival Time: \_\_\_\_\_

Deliveries to be accepted: \_\_\_\_\_

**Please note:** it is expected that all equipment, decorations, food etc. leave the premises the same evening. If not, additional charges may apply, please specify when pick up will be:

**Fees and Charges:**

Museum rentals require a signed rental contract prior to use and are not considered reserved until a rental agreement is completed, a rental deposit of 50% of total charges, and the refundable damage deposit/cancellation fee of \$100 is received by the County.

Balance owing is due two weeks prior to the event, along with LCBO permit and insurance information, if applicable.

(The damage deposit/cancellation fee is refundable providing the museum and contents are left in the same condition that it was found. Please report any concerns to our office upon entry of the museum. A minimum of 14 days' notice is required should you chose to cancel your booking with cancellation fee returned.)

**For Office Use Only:**

Rental Rate(s): \_\_\_\_\_

Damage Deposit: \_\_\_\_\_ Date Received: \_\_\_\_\_

HST: \_\_\_\_\_ Staff Initials: \_\_\_\_\_

Total Charges: \_\_\_\_\_ Date - Paid In Full: \_\_\_\_\_

Staff Initials: \_\_\_\_\_

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**THE FOLLOWING CONDITIONS HAVE BEEN READ AND AGREED UPON AT SIGNING:**

1. The site is open to visitors Wednesday to Sunday from the May long weekend through September and on selected days and evenings during the remainder of the year.
2. The site is a public park, and though efforts will be made to minimize foot traffic around your event, there may be others visiting on site on the day of your event.
3. One or more representatives of Macaulay Heritage Park will be on site during your special event.
4. There are limited restroom facilities at the Museum; it is suggested that parties/events involving more than 100 persons rent portable facilities for the comfort of the guests/participants.
5. Parking must be directed to a designated area on the grounds. Guests are prohibited from parking in the driveway and emergency access route.
6. THAT I/We have authority to make this application on behalf of the above named group or individual(s) and to bind the said group or individual(s) to the provisions herein.
7. THAT I/We understand that I/We am/are personally responsible for the supervision of the museum during the rental period and so long as the museum is occupied, and that I/We am/are personally responsible for the conduct of all those in attendance at the museum and for payment to the County for any damage caused to the facility or contents (i.e. artifacts) during this rental.
8. THAT I/We understand that Service Animals will not be permitted in the immediate area where food is being prepared, as per Health Unit Regulations and that Service Animals are permitted in areas where food is being served/consumed.
9. THAT for an evening rental the premises shall be vacated no later than 1 a.m. of the following morning unless otherwise arranged.
10. THAT the premises shall be left in the same condition as when rented and none of the contents (for example, tables and chairs) are to be removed from the premises at any time.
11. THAT I/We understand that I/We am/are personally responsible for the transfer and/or set up / take down of guest seating.
12. THAT where specific rules as to the use of the premises apply (for example, a prohibition against smoking or alcoholic beverages) and are posted in the premises, these rules shall be observed and enforced at all times.
13. THAT I/We understand that lit-candles are prohibited in the museum facilities or on its grounds.
14. We agree to adhere to the consumption of alcohol provisions as outlined on page one of this application.
15. I/We agree to waive any claims against the Corporation of the County of Prince Edward or its officers, employees or agents in the event of any injury or loss that may be sustained by any persons while attending or taking part in the activity held at this museum/park. I/We understand that the Corporation of the County of Prince Edward assumes no responsibility or liability whatsoever for damages suffered by any person, organization or corporation, including sickness, injury or death or theft of property or by any means during or as a result of the rental and the use of the building rented.
16. THAT failure to abide by the forgoing conditions as to the use of the building may result in refusal of permission for the use of this or any other County facility at the time of a future application.



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I/We have read and agree to abide by the all conditions, specified in this Agreement, for use of Macaulay Heritage Park:

**Signing Authority:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**County Staff Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(Witness)

<b>Museums – Facility Rentals</b>		<b>HST</b>
Museum Grounds Rental (no buildings/facilities— Not for formal occasion)	\$200.00	Y
Museum Grounds Rental (no buildings/facilities— Not for formal occasion) on Stat. Holiday	\$400.00	Y
Facility Rentals for Meetings/Presentations –Per Hour	\$40.00	Y
Facility Rentals for Meetings/Presentations –Per Hour on Stat. Holiday	\$80.00	Y
Facility Rentals - Full Day (During operating Hours 8:30 - 4:30—Not for formal occasion)	\$200.00	Y
Facility Rentals - Full Day (During operating Hours 8:30 - 4:30—Not for formal occasion) on Stat. Holiday	\$400.00	Y
Facility Rentals for Wedding or Formal Ceremonies/Receptions or Evening Event	\$375.00	Y
Facility Rentals for Wedding or Formal Ceremonies/Receptions or Evening Event on Stat. Holiday	\$750.00	Y
Wedding or Formal Event Set Up Day	\$175.00	Y
Wedding or Formal Event Set Up Day on Stat Holiday	\$350.00	Y
Wedding or Formal Event Clean Up Day	\$175.00	Y
Wedding or Formal Event Clean Up Day on Stat Holiday	\$350.00	Y
Damage Deposit/Cancelation Fee	\$100.00	N

**Insurance can be purchased through the municipality’s provider.**