



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
museums@pecounty.on.ca | www.thecounty.ca

The County Museums - RENTAL CONTRACT

Name of Group or Individual(s): _____

Name of Signing Authority: _____

Mailing Address: _____

E-mail: _____ Day Phone: _____ Cell: _____

Facility requested:

Date(s) _____

Type of Function: _____ Expected Attendance: _____

Open Time: _____ Close Time: _____

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.

<p>For Office Use Only: LCBO Permit #: _____ Proof of Insurance Provided: _____</p> <p>Smart Serve Certificates: # _____ # _____ # _____</p>



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Do you require the following County Equipment?

Please check all required:

Chairs** # _____ Tables Screen (Renter must provide projector)

** All Museums have 20 chairs and 3 6' tables available. If more required, please discuss options with staff.

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: _____

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

1. The site are often open to visitors.
2. The sites include public parks, 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 The County Museums will be on site during your special event.
4. There are limited restroom facilities at the Museums; 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 museums during the rental period and so long as the museums are occupied, and that I/We am/are personally responsible for the conduct of all those in attendance at the museums and for payment to the County for any damage caused to the facilities 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 and on their 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 these museums/parks. 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 The County Museums:

Signing Authority: _____

Date: _____

County Staff Signature: _____
(Witness)

Date: _____



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All Museums – Facility Rentals	Fee	HST Y/N
Museum Grounds Rental Non-Profit/Community (no buildings or facilities)	\$200.00 for 2 hours plus \$50 each additional hour	Y
Museum Grounds Rental Private/Commercial (no buildings or facilities)	\$300 for 2 hours plus \$100 for each additional hour	Y
Museum Grounds Rental (no buildings or facilities) on Stat Holiday	\$400.00 for 2 hours plus \$100 for each additional hour	Y
Museum Facility Non-Profit/Community (Interior access with limited amenities) For Stat Holidays add additional fee of \$50 per hour	\$100 per hour	Y
Museum Facility Private/Commercial (Interior access with limited amenities) For Stat Holidays add additional fee of \$100 per hour	\$200 per hour	Y
Museum Grounds & Facility Rental Non-Profit/Community (Interior & Exterior access with limited facilities)	\$600 for 3 hours plus \$100 for each additional hour	Y
Items/Services		
Damage Deposit/Cancellation Fee A. All Grounds and Facility Rentals require a signed rental agreement prior to use and are not considered reserved until a rental agreement is completed and the damage deposit is received by the County. B. Alcohol related functions must provide proof of license or Special Occasion Permit and \$5 million liability insurance naming the County as an additional insured, liability insurance can be purchased through the County as listed above – see Schedule X. C. Damage deposit/cancellation fee refundable if cancellation received 60 days prior to rental date. D. Damage deposit/cancellation fee is refundable if no damage occurs at facility. E. Facilities include the amenities provided. Additional costs are at the renter's cost. F. Grounds rentals include the amenities on the grounds (water, washrooms, hydro, picnic tables, etc.) as available.	\$150	N

Insurance can be purchased through the municipality's provider for some events – please contact staff to discuss.