Kawartha Settlers’ Village – Wedding Rental Agreement

What was once a thriving family farm, Kawartha Settlers’ Village is now home to a fascinating collection of over 20 historic homes and buildings. Experience what life was like for pioneers in the Kawartha’s as you stroll leisurely through the Village and discover artifacts from 1830 – 1935.

Kawartha Settlers’ Village Rental Rates:

May - September (120 Guest Maximum)
8 Hour Wedding Rental $4000 (2-hour setup and takedown allowed on top of 8-hour rental)
Additional hours: $100/per hour
Down Payment: A non-refundable payment for 30% of the rental will reserve your date.
Credit Card Damage Deposit: $400

Your Rental Includes:

❖ The venue (Barn, Drive Shed, Pavilion, Henderson House, Church, Gazebo)
❖ Village displays open to guests during wedding event until 8pm (Regularly $7/person)
❖ 2 Bartenders (licensing and insurance is your responsibility)
❖ Washrooms
❖ Use of the grounds for engagement and wedding pictures
❖ Free parking in the adjacent to Kawartha Settlers’ Village, unless otherwise directed.
❖ Free on-site wireless internet (where available in the Village)
❖ Eight (8) hour rental time with option to purchase overtime.
❖ Cleaning and disposal of event waste. (additional clean-up fees may apply due to unusual circumstances).
❖ One hour of rehearsal time during the week prior to your event (space availability/first-come first-served basis). Reservation required.
❖ Folding tables and chairs for your reception, as well as white plastic chairs in the event you are having an outdoor ceremony are available for use.

Guests are not permitted to touch or climb on any artifacts, including machinery. Photography is permitted in the buildings. Keep in mind that the Museum remains open to the public until 4:00pm on rental dates. Renters cannot prevent building usage by visitors, though they are advised upon entry to try and avoid the buildings being used and are charged by donation only.
The Buildings:

The Murphy Barn - The historic barn is the only original structure to the property, and is the original barn of the Murphy Family. Once an operational dairy barn, it is now an integral part of our museum. The barn makes for a rustic, country wedding dream. The stage at the front of the building makes for the perfect space for your head table, with enough space throughout for dinner table setup, decor etc.

Drive Shed - The drive shed’s location makes it a lovely addition to your barn wedding. Because the space within the barn can be easily taken up, the Drive Shed makes a great additional space to coordinate with the barn. The doors all open up, and it is used for dancing, dinner service, games or other wedding events that require additional space. Decorated with twinkle lights, and white fabric throughout it has

Pavilion - The pavilion measures 40x30 and is constructed in a post a beam, rustic style. It is open to enjoy the views of the Village and a nice breeze. It also has sliding doors that can be closed to create privacy or block elements if needed. It is an amazing space for dinner, dancing or food service. It has full electrical, close proximity to the washrooms and allows for comfortable table setup for 100 people.

Church - The Fairbairn Church was built in 1885 to the northwest of Bobcaygeon in the community called Fairbairn. The Church provides a traditional, historic place to hold a wedding ceremony. The building has amazing acoustics, so your guests will hear every word of your vows with ease.

Outdoor Gazebo - Our beautiful outdoor gazebo was donated by Frank and Joyce Poole in memory of their parents. The gazebo has electrical, twinkle lights and serves as a great spot to exchange your vows. A secondary set of white plastic chairs are on site, and can be setup for guests in front of the gazebo for the perfect outdoor ceremony.

Henderson House - The Henderson house boasts a full kitchen and great space for your wedding parties’ central hub. It is often used by caterers as a prep area, but also as a place to get ready, store personal items etc. This space is not allotted for general guest use, but that of the bride and groom as they see fit.

Village Displays/Museum - Kawartha Settlers’ Village is first and foremost a museum. Access to the buildings and displays is available to all of your guests during your wedding. They can browse the buildings and dive into local history during typical wedding “lulls” like during your photos. It ensures there is always something for your guests to do. Onsite staff will close the buildings at 8pm.
**Reservations and Deposits:**

Reservations for Kawartha Settlers’ Village are accepted on a first-come, first-served basis only. A signed rental agreement and 30% down payment are required to reserve a date.

**Renter Initials_____Date_______**

We accept cash, cheques, credit or debit. Down payments made for a reservation of a date are transferable to another date (if available). The balance of the rental ten (10) days in advance of the rental date. The damage deposit will be charged if damage, extra time charges not arranged in advance, or other costs incurred by Kawartha Settlers’ Village due to failure on your part to abide by the policies stated herein. If any damage or theft occurs to our property, you will be responsible for the entire amount even if it exceeds $400.

**Renter Initials_____Date_______**

**Rental Times and Pricing:**

All rental time periods include an additional two-hour vendor set-up and two hour clean up time. If you would like more time, additional hours can be added as time allows at a rate of $100.00 per hour, prepaid or $125.00 per hour the day of the event. Consult your event coordinator for more information. In order to prepare for your event, we need all of our preparation time. Please do not interfere with our staff by showing up early. Your cooperation is critical and much appreciated.

**Renter Initials_____Date_______**

**Bartending and Alcohol Services:**

It is required that a SOP (Special Occasion Permit) is acquired and submitted to Kawartha Settlers’ Village no more than thirty (30) days before your wedding. Bartenders will be supplied by Kawartha Settlers’ Village as mandated by our Board of Directors. Kawartha Settlers’ Village reserves the right to end alcohol service and/or the event at any time, for any reason, if our staff feels that behavior and/or alcohol consumption is getting out of control or dangerous.

**Renter Initials_____Date_______**
Renter’s Responsibilities:

1. Renter is not responsible cleaning the floors with the exception of food spills, for which you and your caterer are responsible, or cleaning the bathrooms.

2. Report all spills or breakage to the Village immediately so that proper clean-up measures can be taken.

3. All music should be kept to appropriate levels.

4. Dance bands or DJs must stop one hour before the end of your rental period to allow for the clean-up hour. Music for all events must conclude at 11:00 PM regardless of prepaid overtime.

Renter Initials____ Date_______

5. Unfortunately throwing rice or other substances at the bride and groom, though traditional, presents an environmental hazard. Please use bubbles only.

6. Children are welcome at Kawartha Settlers Village. However, it is your responsibility to see that they are supervised, especially in and around historical artifacts.

7. Smoking is allowed outside the grounds only and the ashtrays provided must be used. Smoking on site is absolutely not tolerated and can result in removal from the venue.

8. Everything must be removed from the space by 12pm the following day. In the event we have a rental the next day, this may need to be adjusted.

9. The event must officially end at 12 AM.

Renter Initials____ Date_______

10. Fireworks, lit candles or any other fire related product are absolutely **NOT permitted** on site. We are a historical museum first and foremost, and the use of anything flammable causes great risk to our site. Any use of flammable materials will result in immediate removal or accrued fees.

11. Meeting and providing staff with proof of acquiring all necessary permits, such as Special Occasion Permit and Liability Coverage is mandatory within 30 days of your event.

12. Assuming complete and total responsibility and liability for any and all occurrences or accidents should alcoholic beverages be served, and agreeing to hold harmless Kawartha Settlers’ Village. The renter also agrees to abide by all terms and conditions of the Liquor Control Act of Ontario.
13. Addressing any disturbances or problems caused by intoxicated patrons, and ensuring that any intoxicated guests are provided with safe transportation when they leave Kawartha Settlers’ Village. 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.

**Photography/Videography:**

Your photographer, videographer, and DJ may arrive (1) hour before the start of your rental time. They may prepare an area for photographs, but must not interfere with the Settlers’ Village staff or visitors. The bridal party will not be allowed into the areas until your official rental time commences.

**Renter Initials_____Date_______**

**Tours/Rehearsals:**

Tours are available by appointment only. A one-hour rehearsal will be available to you at no cost during the week before your ceremony on a space available basis and during our normal business hours. If necessary, a one-hour rehearsal may be scheduled after hours (on a space available basis.)

**Renter Initials_____Date_______**

**Damage Deposit:**

A $400 damage deposit is required at least 10 days in advance of the wedding, and will be returned to you within 21 days after the wedding. Should any items be broken or damaged, or the allotted time slot is overused these fees will automatically be taken from this deposit.

**Renter Initials_____Date_______**

**Cancellation Policy:**

Down payments are non-refundable. If it becomes necessary for you to cancel your event we will only be able to waive your liability for the balance of your contract if we rebook your date.

**Renter Initials_____Date_______**
Liability:

The undersigned agrees to indemnify and hold harmless Kawartha Settlers’ Village. The Kawartha Region Arts & Heritage Society, employees and affiliates from any and all claims, demands, losses, actions and liabilities including: injury to persons, damage to property, including but not limited to those caused by any service, food or alcohol provider and/or their products hired or obtained by the renter; except for such claims, demands, losses, actions or liabilities that arise out of negligence or willful misconduct by said owners, employees or affiliates. Kawartha Settlers’ Village and its staff will also not be held responsible for lost, stolen or forgotten articles. The undersigned has read and agrees to abide by the above rental policies and hereby agrees to rent Kawartha Settlers’ Village.

Renter Initials____Date_______

Terms & Conditions

❖ The primary responsibility of Kawartha Settlers’ Village is the care and safeguarding of the historic buildings, museum site and artifact collections. Renters are expected to respect the function and responsibility of the Museum.
❖ Decorating is permitted, providing nothing is done to damage or mark pillars, beams or woodwork. Please consult staff before using staple gun, screws, nails, or heavy adhesive tape. Note: the time used for decorating must be included in rental period.
❖ All buildings, furniture and equipment must be left in the same condition as they were found.
❖ All food, beverages, furniture or other items brought into the Village must be removed by 12pm the following day unless a temporary storage arrangement has been made with Village staff.
❖ Renters using equipment or instruments that generate noise, or engaging in noisy activities, must do so within the provisions of the City of Kawartha Lakes noise bylaws.
❖ Renters are all persons attending the event must abide by the directions of the Museum staff members on duty during the rental period.
❖ Kawartha Settlers’ Village is not responsible 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.

Renter (Print & Sign Name) ____________________________________________________________
Witness (Print & Sign Name) ____________________________________________________________
Date __________________________________________
Kawartha Settlers’ Village - Rental Checklist

Please complete the following information:

How many people will be present at your event? ________
How many chairs will you require? ________
How many tables will you require? ________
Do you require chairs in front of the gazebo? ________
Will you be arranging for a caterer? ________
Will you be arranging for a decorator? ________
Will you be serving alcohol at your event? ________
Will it be a cash bar or an open bar? ________
Will you be holding a rehearsal? ________ If yes, when? ________
Have you provided your SOP? ________
Have you provided your PAL? ________
Have you paid your remaining balance and damage deposit? ________

Which Specific Buildings will you be utilizing?

- The Murphy Barn
- The Henderson House
- The Drive Shed
- The Pavilion
- The Church
- The Outdoor Gazebo
- Other, please specify: _____________________

Please specify any other special requests, requirements or items needed:

____________________________________________________________________________
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Version 2 – May 2, 2019
Kawartha Settlers’ Village - Rental Agreement

Renter Information

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<th>Renter’s Name(s):</th>
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<td>Rehearsal Date &amp; Time:</td>
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Payments & Fees

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<tr>
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<td>Balance Owing</td>
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<tr>
<td>Credit Card Damage Deposit</td>
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A damage deposit policy of $400 is in agreement upon signing. Charges will only be made after the event and an inspection of the premises determines that the site is free of damage and/or debris. Credit card #: ______________________ Expiry Date: ____________

Cancellation Agreement - If cancellation occurs within 90 days of the event, the deposit will be forfeited. If the cancellation occurs more than 90 days in advance a fee of $50 will be deducted and the balance refunded within 30 days of the cancellation notice.