



# WATSON'S MILL MANOTICK INC. FACILITY RENTAL CONTRACT

## TERMS & CONDITIONS

*This 1860 five story, limestone grist mill overlooks the back channel of the Rideau River and provides an unparalleled space that will enhance any event.*

*As the social, cultural and educational focal point for the Village of Manotick, it is everyone's privilege to be caretakers of Watson's Mill.*

The following constitutes as a contract between Watson's Mill Manotick Inc. (WMMI) and the designate of any individual, community or commercial group (rentee) wishing to utilize the Mill for their activity.

### 1. RENTAL SPACE AVAILABLE

Included in the rental fee is access to the first and second floor of Watson's Mill, as well as the grounds in front of the Mill. Our Occupancy Permit allows 70-90 guests on either of these two floors. Receptions are generally hosted on the second floor although due to the stairs, a reception can also be held on the first floor. The basement and the third floor are closed during any private events.

Before your event, we will discuss with you your plans, and your needs with respect to the movement of some of the implements.

### 2. FURNITURE & EQUIPMENT

The following furniture items are included with the rental at no additional cost:

ITEM	DIMENSIONS	QUANTITY
Rectangular Tables	6' x 2.5' (sits 6 nicely)	17
Chairs	Folding	100

The following items are not provided.

- Linens
- Place settings (e.g. dishes/flatware/silverware)
- Catering services
- Entertainment services/audio equipment
- Decorations, other than fairy lights around columns, as discussed
- Extension cords
- Ladders
- Podium or Arch

### 3. WASHROOMS

Public washrooms are located across the street from the Mill proper, at 5524 Dickinson Street, inside the Carriage Shed. For rental functions held outside of the Carriage Shed, the Carriage Shed facilities will remain open during the rental period.

#### 4. ACCESS FOR DISABLED PERSONS

There is a handicap/disabled person's drop-off area located in front of the entrance to Watson's Mill, as well as two City of Ottawa designated parking spaces along the road. Any further space required can be discussed with WMMI.

Only the main floor of the Mill is fully accessible. Please note this is a heritage building with uneven floors and some rough pathways. Washroom facilities are across the street from the Mill and although handicapped-sized, we do suggest assistance to ensure safe access.

#### 5. PARKING

Watson's Mill has on-site parking at the Carriage Shed and 4 spaces in front of the Mill. Street parking is available for any overflow; however those parking on the street must adhere to City of Ottawa parking rules and restrictions. Rental clients do not have exclusive use of the parking lot as it is shared with Watson's Mill's visitors and tourists.

#### 6. RENTAL FEES

Rental fees are due upon booking. Your date is secured only upon receipt by WMMI of this signed contract and full fee payment.

<b>Events lasting up to 4 hours</b> (including set up and tear down) <i>* (\$150.00 each additional hour, up to 8 hours total)</i>	<b>\$ 750.00*</b>
<b>Full day event</b> (9:00am – 1:00 am MAX) (including set up and tear down)	<b>\$2,500.00</b>
<b>Special Event photo shoot only</b> (2 hour period)	<b>\$ 60.00</b>

Rental costs include use of main and second floor open areas only. Other areas will be blocked off.

#### 7. SECURITY DEPOSIT

A Security deposit of **\$1,000** must be received 3 months in advance of the event, and will be cashed. It will be refunded in full within one week after the event, unless adjustments are required.

Any extra staffing, maintenance, set up or clean-up costs incurred, or any damage to the Mill building, artifacts, and general contents, will be deducted from the security deposit at the discretion of WMMI.

#### 8. CANCELLATION

Cancellations accepted, with a 50% refund, up to 90 days prior to the event.

#### 9. LIABILITY

WMMI is not liable for the loss or damage to any property or equipment brought onto the property or by the renters and/or their guests, service personnel or caterers.

Running, jumping, pushing or other boisterous activity is prohibited inside and outside of the Mill property.

Use of any of the neighbouring dam and park space is at your own risk.

#### 10. FACILITY DAMAGE

The rentee shall be held responsible for any damage to Watson's Mill property during their event and is responsible for the actions and conduct of their guests.

#### 11. DECORATING

The use of nails, tape, tacks, signs or other like material is not permitted on any walls, doors, posts, machines, artifacts, ceilings or any like objects on the property, except in designated areas indicated to the rentee by Mill staff.

All forms of confetti, rice, Chinese wishing lanterns and fireworks are not permitted on the property. Open flame is strictly prohibited; candles must be contained in canning jars, e.g. Mason. Taper candles are not permitted. Battery-operated candles are preferred.

Decorations and/or additional lighting will not be hung from or attached to any part of the fire suppression system.

No Mill premises machines, displays or artifacts are to be moved or altered in any way without prior consent from WMMI.

## **12. CATERING**

Watson's Mill does not have a kitchen facility, nor does it have running water onsite. Cakes and cupcakes for special occasions can be brought in with prior approval from WMMI. All other food must be brought in by caterers. Catering services shall only be provided by caterers approved by WMMI. It is in the best interest of the rentee to request a copy of their caterer's liability insurance document as well as WSIB Certificate. WMMI will require a copy of the caterer's Liquor Liability Insurance. WMMI should be added to their policy for this specific event.

## **13. ALCOHOL CONSUMPTION DURING YOUR EVENT/SPECIAL OCCASION PERMITS**

LCBO Special Occasion Permits are the responsibility of the rentee. This permit must be posted at the time of the function and an additional copy must be provided for WMMI files. No alcohol of any kind will be permitted to be sold unless a permit has been acquired. The rentee must comply with the regulations, which include but are not limited to:

- a. No one under the legal drinking age of 19 shall be served alcohol;
- b. Ontario Photo Card, a Photo Driver's License or a valid passport are the only acceptable pieces of identification for the purposes of verifying age;
- c. All bartenders and servers must provide a copy of their Smart Serve card to WMMI and have the card on site during the event. The on-site security has the right to check the Smart Serve card as well as photo ID.

WMMI prohibits the service of alcoholic beverages prior to 11:00 am and after 1:00 am, Monday through Sunday. The bar will cease serving of alcoholic beverages by 12:00 a.m. No alcoholic beverages shall be brought or consumed off the Watson's Mill grounds.

## **14. DELIVERIES & SET-UP**

All materials may only be delivered on the day of the function and deliveries must take place at a pre-arranged time(s).

## **15. HOURS OF OPERATION— EVENING EVENTS, including CLEAN UP**

All activities on Watson's Mill premises shall be concluded by 1:00 am, including clean-up of the premises and removal of food and alcoholic beverages. The Mill will close and clients will vacate the property no later than 1:00 am. All remaining personal effects and event equipment must be removed from the property between 9:00 am and 10:00 am the next morning.

Rentees are responsible for all set up and must clean up the premises after their event. Prior access to the Mill for set up or for dropping off equipment is available at an additional fee of \$150.00/hour. Chairs and tables must be collapsed after the event.

All garbage must be removed from the property or properly bagged and stored in the covered trash cans provided by the Mill. All food, alcoholic beverages and empty bottles and containers must be removed from the property.

**16. MUSIC**

Loud music is prohibited in accordance with relevant bylaws and all music on the Mill premises must cease by 12:00am (midnight).

**17. SMOKING**

Smoking is prohibited inside the building. Smoking outside the building must be minimum nine meters from any entrance to the building. Please note that appropriate receptacles for cigarette butts are available on the property.

**18. SECURITY GUARDS**

For evening rentals, one security guard is required to be on the Watson’s Mill property from 5pm to 1am. Arrangements for this service will be made by WMMI. The security guard acts on behalf of WMMI.

**19. POLICY VIOLATIONS**

WMMI reserves the right to inspect and monitor all events and to discontinue service in the event that a violation of any facility policy or provincial law is being made. In any such case the host is still liable for any outstanding balances. This will result in loss of security deposit and future rental privileges.

**CONTRACT**

Event Date: \_\_\_\_\_ Time: \_\_\_\_\_

Event Type: \_\_\_\_\_ Rental fee is \$ \_\_\_\_\_

Lessee name (print): \_\_\_\_\_

Lessee address (print): \_\_\_\_\_

Lessee email address (print): \_\_\_\_\_

Phone: (home) \_\_\_\_\_ (daytime) \_\_\_\_\_ (cell) \_\_\_\_\_

*I, \_\_\_\_\_, have read and understand the above conditions of rental for Watson’s Mill Manotick Inc. and agree to abide by the above.*

Lessee (signature): \_\_\_\_\_ WMMI (signature): \_\_\_\_\_

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