



# WATSON'S MILL MANOTICK INC. PHOTO SHOOT RENTAL CONTRACT

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## 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. 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. 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.

### 3. 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.

### 4. 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.

## 5. 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.

**Special Event photo shoot** (2 hour period)

**\$ 60.00**

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

## 6. SECURITY DEPOSIT

A valid credit card number is required in advance of the event.

Any maintenance, set up or clean-up costs incurred, or any damage to the Mill building, artifacts, and general contents, will be charged to this credit card at the discretion of WMMI, after discussion with card holder.

## 7. CANCELLATION

Cancellations accepted, with a full refund up to 7 days notice prior to the event.

## 8. 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.

## 9. 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.

## 10. 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.

## 11. ALCOHOL CONSUMPTION DURING YOUR EVENT

WMMI prohibits any alcoholic beverages on the Watson's Mill grounds during your Photo Shoot.

## 12. SET UP & TAKE DOWN

Renters are responsible for all set up and must clean up the premises after their event. Set-up and take-down must be completed within the 2-hour rental period.

## 13. 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.

## 14. 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.

## 15. COVID-19 Liability Release Waiver for Clients

Due to the 2019-2021 outbreak of the novel Coronavirus (COVID-19), our business is taking extra precautions with the care of every client to include health history review and enhanced sanitation/disinfecting procedures in compliance with the Public Health guidance.

Symptoms of COVID-19 include:

- Fever
- Fatigue
- Dry Cough
- Difficulty Breathing

I agree to the following:

- I understand the above symptoms and affirm that I, as well as all household members, do not currently have, nor have experienced the symptoms listed above within the last 14 days.
- I affirm that I, as well as all household members, have not been diagnosed with COVID-19 within the past 30 days.
- I affirm that I, as well as all household members, have not knowingly been exposed to anyone diagnosed with COVID-19 within the past 30 days.
- I affirm that I, as well as all household members, have not traveled outside of the country or to any city considered to be a "hot spot" for COVID-19 infections within the past 30-days.
- I understand that Watson's Mill Manotick Inc cannot be held liable for any exposure to the COVID-19 virus caused by misinformation on this form or the health history provided by each client. Our business is following the necessary procedures to prevent the spread of COVID-19 to our guests, staff, students and/or volunteers.

By signing below, I agree to each statement above and release Watson's Mill Manotick Inc. from any and all liability for unintentional exposure or harm due to COVID-19.

## CONTRACT

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

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

# of people expected to attend: \_\_\_\_\_

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: \_\_\_\_\_