



Watson's Mill Manotick Inc. Facility Rental Contract

ABOUT

This four-story 1860 limestone grist mill overlooks the back channel of the Rideau River and provides a charming and special 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.

TERMS & CONDITIONS

The following constitutes a contract between Watson's Mill Manotick Inc. (WMMI) and the individual or designate of a community or commercial group (the "Lessee") wishing to utilize Watson's Mill at 5525 Dickinson Road, Manotick, Ontario K4M 1A2 ("the Mill") for their event/activity.

1. RENTAL SPACE

The rental fee includes access to the open areas of the first and second floor of the Mill, as well as the grounds in front of the building. The Mill's occupancy permit allows 70-90 guests between these two floors, although the capacity for seated events will vary based on the configuration of tables. Receptions are generally hosted on the second floor, though they may be held on the first floor in addition to, or instead of, using the second floor. The basement and third floor are closed during any private events.

***Please note that before your booking can be confirmed, a site visit by the Lessee is required.**

WMMI insists on a site visit ahead of the Lessee's event to ensure comfort and familiarity with the unique spaces and constraints related to our heritage buildings. The Lessee may also share additional information about event/set-up requirements at this time; in case there is a need to relocate some of the Mill's displays and equipment.

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' (<i>sits 6 nicely</i>)	17
Chairs (black)	Folding	100
String Lights	Around main columns inside	4

The Lessee is responsible for providing any additional equipment (e.g. extension cords, ladders, podium/arch, audio-visual equipment, dishes, silverware, linens) or decorations required for their event. See *Section 8* for further details about decorations.

By initialing you agree that you have read and understood all items on the page above. Initials _____

3. WASHROOMS

There are no washrooms within the Mill building. Washrooms are available for the duration of the rental period across the street from the Mill proper, at 5524 Dickinson Street, inside the Carriage Shed. Please note that the washroom facilities are not fully accessible. See *Section 5* below for details.

4. PARKING

Watson's Mill has on-site parking at the Carriage Shed, and four spaces in front of the Mill. Free street parking is available for any overflow; however, anyone parking on the street must adhere to City of Ottawa parking rules and restrictions. The Lessee does not have exclusive use of the parking lot as it is shared with Watson's Mill visitors.

5. ACCESSIBILITY

There is an accessible 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. If further space is required, this may be discussed with WMMI. Please note that there are uneven and rough floors throughout the building, and only the main floor of Watson's Mill is accessible to the street barrier-free. The second floor of the Mill is only accessible via a steep staircase.

Washroom facilities are located across the street in the Carriage Shed. There is a ramp to enter the building, and the washroom facilities are large enough to accommodate a mobility device. However, the washrooms are not fully accessible. There is a gravel parking lot to cross, uneven flooring to maneuver inside, and no automatic doors. Assistance may be required to ensure the safe access and use of washrooms for people using mobility aids.

To view more information about our Accessibility and Site Conditions please visit:

<https://watsonsmill.com/accessibility/>

6. RENTAL FEES

Rental fees are due no later than one week prior to your rental date. The Lessee's date is secured only upon receipt by WMMI of this signed contract and full fee payment.

Photoshoots Paranormal Investigations	2026 PRICING
Normal Open Hours 9am – 5pm	\$50/hr
Outside Normal Open Hours 8am-9am 5pm-1am	\$75/hr

Event Rentals: Weddings, Workshops, Etc.	2026 PRICING
Normal Open Hours 9am – 5pm	\$150/hr
Outside Normal Open Hours 8am-9am 5pm-1am	\$200/hr

7. CANCELLATION

Full refunds can be issued up to 2 days before the event. Cancellations 1 day before the event will receive a 50% refund. Cancellations on the day of the event will not receive a refund at all.

8. SECURITY DEPOSIT

In lieu of a security deposit, WMMI requires the information for a valid credit card due no later than one week prior to your rental date. This information will be securely held on file until an inspection of the space by staff following the rental period.

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9. DECORATIONS

No machines, displays, or artifacts are to be moved or altered in any way without prior consent from WMMI. The use of nails, tape, tacks, signs or other like materials are not permitted on any walls, doors, posts, machines, artifacts, ceilings or any like objects on the property, except in designated areas indicated to the Lessee by WMMI.

Open flames (e.g. chaffing dishes, taper candles, wishing lanterns, fireworks), rice, and all forms of confetti are strictly prohibited. Battery-operated candles are strongly preferred. Small candles may be permissible if they are contained in canning jars (e.g. Mason jars). Decorations and/or additional lighting must not be hung from, or attached to, any part of the fire suppression system.

10. CATERING

The Mill does not have a kitchen facility, nor does it have running water on-site. All 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 Lessee to request a copy of their caterer's liability insurance document and WSIB Certificate.

If alcohol will be sold/served, WMMI will require a copy of the caterer's Liquor Liability Insurance; to which WMMI should be added in advance of the Lessee's event. For additional information regarding alcohol consumption see *Section 15*.

11. DELIVERIES & SET UP

The Lessee is responsible for the set-up of their event (as well as the tear-down; see *Section 16* below). All equipment, decorations, and other materials may only be delivered on the day of the event, and deliveries must take place at a pre-arranged time. Prior access to the Mill for set up or for dropping off equipment is available at an additional fee.

12. MUSIC

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

13. SMOKING

Smoking is prohibited inside any buildings on WMMI property. Smoking outside must take place a minimum of nine meters away from any entrance to the buildings. Please note that appropriate receptacles for cigarette butts are available on the property.

14. SECURITY GUARDS

For evening rentals, one security guard may be 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.

15. ALCOHOL CONSUMPTION/SPECIAL OCCASION PERMITS

LCBO Special Occasion Permits (SOPs) are the responsibility of the Lessee. This permit must be posted at the time of the event, and an additional copy must be provided for WMMI files. No alcohol of any kind will be permitted to be sold/served unless a permit has been acquired. The

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Lessee must comply with the SOP regulations, including only serving alcohol to persons 19+ with valid ID (Ontario Photo Card, Photo Driver's License, or passport). Further:

- 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 must cease serving alcoholic beverages by 12:00 a.m. No alcoholic beverages shall be brought, or consumed, off the Mill grounds.

16. CLEANING

The Lessee should return the Mill to the state in which it was found. Chairs and tables must be collapsed after the event. All garbage must be properly bagged and deposited in WMMI's red dumpster beside the Carriage Shed at 5524 Dickinson Street. All food, alcoholic beverages, and empty bottles or containers must be removed from the property.

For evening events, all activities on Mill premises shall be concluded by 1:00 am, including cleaning the premises and removal of food and alcoholic beverages. The Mill will close and clients must vacate the property no later than 1:00 am. Any remaining personal effects and event equipment must be removed from the property between 9:00 am and 10:00 am the following morning.

17. FACILITY DAMAGE

The Lessee shall be held responsible for any damage to WMMI property — including the Mill building, Carriage Shed, artifacts, and general contents — during their event and is responsible for the actions and conduct of their guests. The Lessee is further responsible for any extra staffing, maintenance, set-up or clean-up costs incurred.

In the case that any property damage is found during the site inspection, WMMI will reach out to discuss the findings. WMMI reserves the right to charge the credit card on file at their discretion; however, staff will attempt to contact the Lessee beforehand.

18. LIABILITY

Running, jumping, pushing, or other boisterous activities are prohibited on WMMI property. Any use of the neighbouring dam or park space by the Lessee and/or their guests, service personnel, or caterers is at their own risk.

WMMI is not liable for the loss or damage of any property or equipment brought onto the property by the Lessee and/or their guests, service personnel, or caterers. Further, WMMI shall not be liable for any personal injury/illness sustained by the Lessee and/or their guests, service personnel, or caterers in or about WMMI property.

19. POLICY VIOLATIONS

WMMI reserves the right to inspect and monitor all events and to discontinue service if a violation of any facility policy or law occurs. In such a case, the Lessee is still liable for any outstanding balance, including damages. Policy or law violations will also result in the loss of future rental privileges.

By initialing you agree that you have read and understood all items on the page above. Initials _____



WMMI Facility Rental Contract

By signing below, I agree to each statement above and release Watson's Mill Manotick Inc. from any and all liability.

EVENT INFORMATION	
EVENT DATE	
TIME	
EVENT TYPE	
RENTAL FEE	\$
# OF PEOPLE EXPECTED	

LESSEE INFORMATION	
NAME(S)	
PHONE NUMBER	<i>Cell:</i>
	<i>Home:</i>
EMAIL	
ADDRESS	

I, _____, have read and understand the above conditions of rental for Watson's Mill Manotick Inc. and agree to abide by the above conditions.

Lessee:

NAME (PRINTED)

SIGN

DATE

WMMI Representative:

NAME (PRINTED)

SIGN

DATE