

Rental Agreement

GALLERY RENTAL PACKAGE

Last Edited January 2023



List of Facilities

Space	Capacity	Amenities
Main Rental Gallery	60	<ul style="list-style-type: none"> • 6 round tables • 4 8' tables • 7 6' tables • 60 chairs • Podium • Projector and screen • Wireless microphone & speaker • Mobile TV w/ Apple TV • Wifi • White table cloths (\$5 / table cloth)
Exhibit Gallery (add-on to Main)	40	

**If entire Museum rental is required, please inquire for more information.*

Rental Facilities Rates

Space	Daily Fee	Half Day (4 hours during operating hours)
Main Rental Gallery	\$375	\$200 (\$250 for weekends)
Exhibit Gallery (add-on to Main)*For cocktail style events only.	\$550 (Main + Exhibit)	N/A

Weddings:

Wedding package A (for 60 guests or less): includes Main Rental Gallery - half day (4 hours) rental day before wedding for set-up, full rental for day of wedding: \$650 +HST.
Add day after (morning) clean-up: \$800 +HST.

Wedding package B (for max 100 guests, cocktail style): includes Main Rental Gallery & Exhibit Gallery - half day (4 hours) rental day before wedding for set-up (excluding Exhibit Gallery), full rental for day of wedding: \$825 +HST. Add day after (morning) clean-up: \$1000 +HST.

*NOTE: if day after option is not included, all items must be removed at the end of the 'day of' rental.

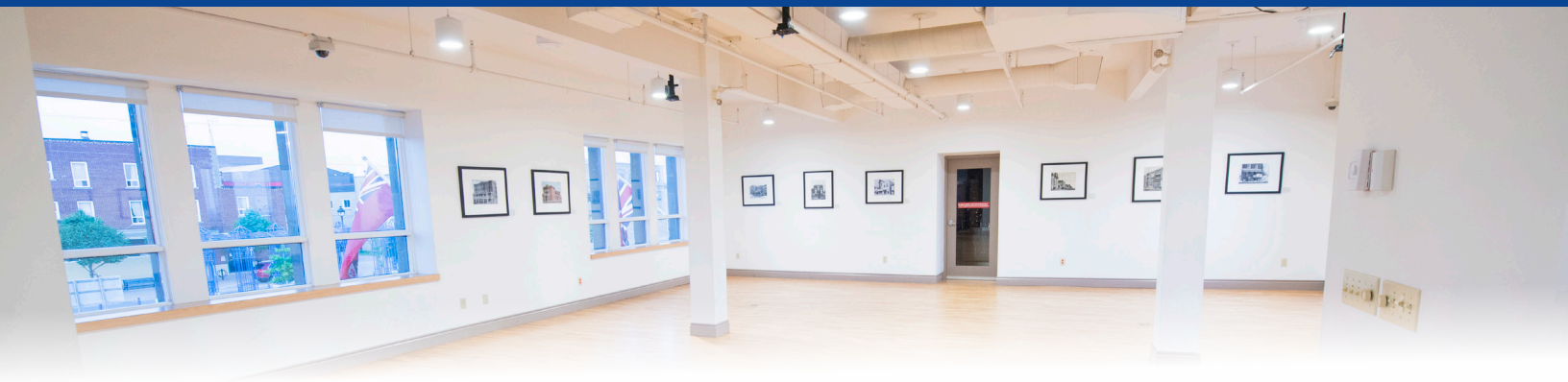
NOTE: The above fees do not include the cost of liability insurance or HST which is required for all facility rentals.

Half day = up to 4 hours

Full day = anything over 4 hours

Additional fees may apply for rentals in excess of 8 hours

North Bay Museum Gallery Rental Package



North Bay Museum Facility Rental Policy

The purpose of the Facility Rental Policy is to promote the use of the museum rental gallery, to provide guidelines for its use and to ensure that the Museum, lessee(s) and participants are protected.

The Museum gallery can be rented for a variety of events / programming such as:

- Conferences, meetings, and training sessions
- Weddings, receptions, anniversaries, family reunions, birthday parties, bridal / baby showers, and celebration of lives
- Fundraisers

NOTE: There may be special circumstances or conditions under which additional terms and conditions may be required to support the use of the Museum gallery. The Museum reserves the right to assess facility requests and make amendments as necessary.

Application Process

All facility use requests must be completed in writing and submitted to the North Bay Museum. A 50% non-refundable deposit is required to confirm a booking. Tentative bookings will be held for 48 hours and released if the deposit is not received (unless otherwise discussed). Full balance is due 14 days prior to the event. If the event is cancelled within 14 days of the event, no refund will be issued.

The North Bay Museum reserves the right to request a layout map for the event, additional types of insurance for the event, etc. Layout subject to approval of the North Bay Museum.

Failure to satisfactorily meet these conditions relating to the requests shall be deemed a breach of this agreement and will result in cancellation of the rental.

Rules and Regulations

1. The Lessee(s) is responsible for completing the rental agreement and is required to make payment upon booking, unless otherwise stipulated.
2. The Lessee(s) shall obey and observe all Laws, By-laws and Regulations of the City of North Bay, the Province of Ontario and the Government of Canada
3. The lessee shall carry Commercial General Liability Insurance issued on an occurrence basis in the amount of no less than two million dollars (\$2,000,000) per occurrence and shall name "Heritage North Bay" as additional insured with a cross liability clause.

The lessee shall indemnify and hold harmless the North Bay Museum, Heritage North Bay and any of its officers, members of municipal council, employees, servants, agents, contractors, and volunteers from and against all claims, demands, loss, costs, damages, actions, liability or expenses arising out of the use and/or occupation of the property belonging to the Museum by the user group and any of its officers, members of municipal council, employees, servants, agents, contractors, and volunteers, except to the extent that such loss arises from the independent negligence of the Museum.

A Certificate of Insurance evidencing coverage including a fifteen (15) day notice of cancellation clause is required to be submitted to the North Bay Museum a minimum of one week (1) prior to the rental of the facility. Failure to provide this documentation will result in cancellation of the booking. No refund will apply.

1. All contracts are signed on the basis that the Lessee shall be responsible for any damages to the facility, the furnishings or any other property owned by the Museum and located within the rented facility. The Lessee may be subject to additional charges should the facility or equipment be damaged in any way and/or additional clean-up is required as a result of the rental. The Lessee shall be responsible for all related charges including a \$50 (plus applicable taxes) administration fee. Charges may include Staff time required to return the facility to its original state.
2. The North Bay Museum building, grounds, and the adjacent Parking Lot 2 are SMOKE-FREE. Please abide by all by-laws and signage posted. Smoking is permitted on all road allowances, which includes sidewalks on Oak Street.
3. If the event includes vendors, preparation and/or selling of food at the facility, the Lessee is responsible for completing a business licence with the City of North Bay.



Rules and Regulations

6. Any and all food must come from a licensed kitchen, or licensed caterer. The lessee is welcome to bring in bottled water or non-alcoholic bottled beverages. Please speak with North Bay Museum staff for further clarification.
7. Access to the rental gallery must be during the specified times on the agreement only. Rental of the 'Main Rental Gallery' does not include admittance to the museum.
8. The North Bay Museum will set up and take down any required tables and chairs according to the approved layout by the Lessee. All personal materials and equipment must be removed upon the conclusion of the event, unless other arrangements are made and agreed upon.
9. Only masking tape, painters tape, and sticky tack are acceptable adhesive products for the gallery walls, doors, and floors. In addition the following are prohibited but not limited to: open flames, confetti, fog machines, dry ice, or any other type of pyrotechnic devices.
10. Smudging is not prohibited under any circumstance due to fire suppression systems which may be activated through presence of smoke created.
11. All lessees are responsible for adhering to Ontario Fire Code Regulations which address matters such as maintaining clear fire exits, no more than 20% combustible items are to be utilized, and all flames / candles are must be contained in a fire safe vessel.
12. All alcohol related functions must be organized and carried out by a North Bay Museum approved caterer or company. All approved caterers must have minimum 2 million liability insurance.
13. Alcohol is only permitted on the premises, in designated areas, during the times specified on the Special Occasion Permit.
14. Parking is available in City Parking Lot 2. This parking lot includes two hours free, with additional fees beyond that. The parking lot is free after 4:30pm and on weekends. Free parking is available at the waterfront if lessee(s) and participants wish to park and walk.
15. The Main Rental Gallery includes a photo exhibit on the walls. A request can be submitted to remove the photographs for the specified rental period. An additional fee may apply.
16. All concerns, safety or otherwise, should be reported in writing to North Bay Museum staff.
17. The North Bay Museum reserves the right to decline bookings for staffing, safety and/or other reasons.
18. If you intend to have your dog(s) as part of your wedding ceremony, please speak with the North Bay Museum staff arranging the booking. This will be handled on a case-by-case basis. Please note: any mess or damage made by the dog(s) will be the responsibility of the renter and must be properly cleaned and handled. Additional cleaning fees may apply.

Rental Questionnaire

1. Name of Individual and/or Name of Organization (Lessee / Permit Holder):

2. Date(s) of Event:

3. Times:

4. Type of Event & Anticipated Attendance:

5. Will alcoholic beverages be available and/or sold? YES NO

(If YES please list preferred caterer for event:)

Caterer: _____

6. Space(s) Requested: (please check all that apply)

- Main Rental Gallery
- Exhibit Gallery
- Museum

Note: Only those areas listed on the rental agreement may be accessed during the rental

7. Do you or your organizations have liability insurance?

8. Have you or your organization ever been refused rental privileges at any other municipal facility?

- YES NO

9. Have you received a copy of the North Bay Museum Rental Policy?

- YES NO

10. Have you read and understand this Policy?

- YES NO

Signature : _____ Date: _____

North Bay Museum Staff Initial: _____

Rental Questionnaire

I, _____ (name) hereinafter called the Lessee

ADDRESS: _____ Postal Code: _____

TELEPHONE: Residence: _____ Bus/Cell: _____

Hereby have read the terms of agreement and apply to rent the facility indicated below from THE NORTH BAY MUSEUM / HERITAGE NORTH BAY for the purpose of:

FACILITY REQUESTED: _____ Total Fee: _____

The proposed function is

LICENSED OR UNLICENSED

Indemnification and Hold Harmless Clause

The Lessee shall indemnify and hold harmless the North Bay Museum / Heritage North Bay and any of its officers, members of municipal council, employees, servants, agents, contractors, and volunteers from and against all claims, demands, loss, costs, damages, actions, liability, or expenses arising out of the use and/or occupation of the property belonging to the Museum by the user group and any of its officers, members of municipal council, employees, servants, agents, contractors, and volunteers, except to the extent that such loss arises from the independent negligence of the Museum.

Any food or beverage items served to the public, either complimentary or for a cost, must come from a licensed kitchen.

It is agreed and understood that upon execution of this Agreement, I will be responsible for:

- I. The payment of all fees/rates applicable to the above facility rental;
- II. Adherence to the North Bay Museum Facility Rental Policies and Procedures as attached including, if applicable appropriate alcohol procedures.
- III. Payment of any costs associated with damage repair as a result of the above facility Rental
- IV. All insurance requirements have been met as outlined in this Policy.

I hereby acknowledge and agree to the above. Initial: _____

Signature : _____ Date: _____

North Bay Museum Staff Initial: _____

Facility Rental Checklist

The Lessee is responsible for submitting the following items with their rental agreement:

- Full payment received
- Completed and signed Rental Agreement
- Insurance certificate (if applicable)
- For events involving alcohol: insurance certificate received from catering company for 2 million liability, with Heritage North Bay named as an additional insured
- Copy of Special Occasion permits and copies of Smart Serve Certificates for servers (for events involving alcohol)

Required Services Checklist

Item	Number Required	Max Number Available
5' round tables		(maximum 6)
6' rectangle tables		(maximum 6)
8' rectangle tables		(maximum 4)
Chairs		(maximum 60)
Podium		(1)
Screen		(1)
Projector		(1)
Wireless microphone & speaker		(1)
TV w/ Apple TV		(2)
Wifi		
White table cloths		(\$5 fee per table cloth)



Thank You

