



POLICIES AND PROCEDURES

DIVISION:	Statutory & Cultural Services Division	
DEPARTMENT:	Museum	EFFECTIVE DATE: January, 2010
SUBJECT:	Simcoe County Museum Heritage Church Rental Policy	
POLICY NUMBER:	SCM 2010-01	SUPERCEDES:

GENERAL PHILOSOPHY

1. The Simcoe County Museum holds in public trust a collection of artifacts which are recognized as being of historical significance to the County and the Province of Ontario. The conservation and curatorial care of the collection is of prime importance, and therefore, is of primary concern when authorizing use of the Museum buildings.
2. The Simcoe County Museum provides programs and services that serve the educational, intellectual, cultural and recreational needs and interests of the residents and visitors of the County of Simcoe.
3. Through the provision of a range of activities and services, the museum is able to reach audiences of all ages, interests and capabilities, and thereby increase the community use and appreciation of the Museum.

POLICY STATEMENT

1. The aim of this policy is to define the boundaries for rentals held at the Simcoe County Museum, and to outline the division of responsibilities between the Museum and those outside parties involved in renting the Church.

PURPOSE

Reasons for allowing church rentals for weddings at the Simcoe County Museum:

- ◆ To generate revenue for the Simcoe County Museum
- ◆ To provide a service to the community that we serve

SCOPE

General guidelines for Church Rentals:

- ◆ The Simcoe County Museum is committed to the preservation and care of the Church as a historic building. As such, church rental will only be approved when groups agree to the terms and conditions of use.

- ◆ Museum events and activities will always take first priority, and as such, rental of the Church will only be permitted when there are no conflicts with Museum activities.
- ◆ Church rentals will be permitted and scheduled during regular Museum operating hours.
- ◆ Photographs are permitted in the Church and on the Museum grounds.
- ◆ The rental for the Church will be for a maximum of three hours. Any additional time used will result in an additional cost.

BOOKING PROCESS

All church rental requests are handled by the Museum Office Supervisor or designate. All booking requests must be submitted in writing, using the Church rental agreement (Appendix A.) The Museum Curator has the right to refuse rental requests. No verbal requests will be accepted. Upon completion of the Church rental form/agreement, a booking confirmation will be sent to the requester by Museum staff.

Full payment for the room rental is required at the time of booking. The booking request will not be considered to be confirmed until payment has been received.

In addition to full payment, a credit card number is required at the time of booking. Should any damages occur to the Church, the Simcoe County Museum will charge the cost of damage repair to the credit card number written on the Church rental agreement. The group is responsible for any damages caused during the course of the Church rental.

The Simcoe County Museum requires a minimum of 14 days notice for cancellation of the rental. Upon cancellation with sufficient notice, 50% of the rental payment will be returned. If sufficient notice is not provided to the Museum, a refund will not be granted.

On the rental date, the group will be provided with a staff member of the Museum. This staff member will be present and assigned to be with the group at all times. It is the responsibility of the Museum staff member to ensure that the terms of use are adhered to, and to provide assistance to the group as required.

PHOTOGRAPHS AND VIDEO RECORDING

Photographs and video recording for home use are permitted in the Church and on the Museum grounds. The wedding party will be allowed to use locations on the Museum grounds for wedding photos and video footage, provided the photography is completed during the agreed upon rental use time. No photographer, videographer, member of the wedding party, or wedding guest is permitted to cross any barriers or railings to enter into the Museum displays in the galleries or buildings.

Photographs and Video Recordings are permitted for personal use only. Any images of the Simcoe County Museum that are intended for promotion, marketing or publication use must be approved by the Museum Curator.

STAFFING

Church rentals will be permitted and scheduled during regular Museum operating hours. Requests outside of operating hours may be permitted ONLY if approved by the Museum Curator. Any evening rentals will require additional staff and will result in an increased cost. Staff availability, and number of staff required will be determined by the Museum Curator.

USE OF ADDITIONAL FACILITIES

Groups using the Simcoe County Museum for church rentals will have access to the Museum building for use of public washrooms and other amenities that may be required. In emergency situations, the Museum telephone may be used.

Each group will be responsible for leaving the Church in good condition. Decorations must be removed from the Church immediately after the rental time ends.

ADMISSION TO MUSEUM GALLERIES AND GROUNDS

No additional admission cost will apply for wedding guests provided that the admission times fall within the hours of rental.

HOURS OF ACCESS

Public operating hours for the Simcoe County Museum are 9:00am – 4:30pm Monday to Saturday, and 1:00pm – 4:30pm on Sundays. Rental requests outside of these hours require special permission and approval from the Museum Curator. Any pre-event site visits must be scheduled in advance with Museum staff.

If the departure time is surpassed, a *\$100 charge will apply*.

NO CHURCH RENTAL between December 1 and May 1.

DAMAGES

Groups using the Simcoe County Museum Church are responsible for the cost of repair or replacement of any museum property that is damaged or destroyed by the group or anyone attending the function. The cost of such repair or replacement will be determined by the Museum management and will be paid in full by the renter.

COST

The Simcoe County Museum will offer competitive rates for the rental of the Church. The costs will be reviewed as required by the Museum Curator.

RULES FOR USE OF CHURCH

- ◆ No alterations to the Church walls, floors, or any other part of the building is permitted.
 - ◆ No fastening or securing devices of any kind may be used. The use of glue, tape, pins, staples, nails or similar items for hanging decorations, etc. is strictly forbidden.
 - ◆ No decorations are to be tacked, taped, stapled, or affixed to the Church. Ribbons may be tied to the pews if desired.
 - ◆ All decorations **MUST** be pre-approved by Museum staff.
 - ◆ Confetti, rose petals, birdseed, glitter, sparklers or any other similar materials are not permitted for use in the Church or on the Museum grounds.
 - ◆ The pump organ may not be used without prior approval of Museum staff, and may only be used by organists who have been approved by the Museum.
 - ◆ All groups are responsible for making arrangements with staff for the disposal of their own garbage. Waste receptacles are provided by the Museum.
 - ◆ Food and drink may be served and consumed in designated areas only. No food or drink is allowed inside the Church or any of the outdoor buildings or the galleries at any time.
 - ◆ **ABSOLUTELY NO PEANUT PRODUCTS ARE PERMITTED.**
 - ◆ Living plants or fresh flower arrangements are permitted in the Church, provided they are brought in and removed on the same day.
 - ◆ Damage to any Museum property must be reported to Museum staff immediately.
 - ◆ There is no smoking allowed in the Museum complex.
 - ◆ The use of outside entertainment or services (such as musicians and caterers) must be pre-approved by the Museum.
 - ◆ The use of alcohol is prohibited on Simcoe County Museum property except by special permission and as outlined in County of Simcoe Policy 05-01-04
 - ◆ The number of people inside the Church **CANNOT** exceed 65 people. Staff will monitor the building capacity and will deny access to the building after capacity is reached.
 - ◆ Candles are not allowed to be lit in the building.
 - ◆ There is no heat in the Church. No additional heat sources are permitted for use in the Church.
 - ◆ Parking for event guests is free.
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SIMCOE COUNTY MUSEUM HERITAGE CHURCH RENTAL APPLICATION FORM - \$400

It is the responsibility of the Contact Person to complete this form and return it immediately with full payment of \$400 to confirm booking.

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CONTACT INFORMATION	
Contact	
Address	
City	
Province	
Postal Code	
Email	
Telephone	

WEDDING RESERVATION INFORMATION

Wedding Date	
Time	
Departure Time	
Anticipated # of Guests	
Date and Time for Decorating	
Date and Time for Rehearsal	
VISA/MasterCard #	Expiry Date:

OFFICE USE ONLY	
Booked Date and Time	
Approved Date and Time	
Date Full Payment Received	
Post Event Inspection	

SIMCOE COUNTY MUSEUM HERITAGE CHURCH RENTAL POLICY AND RULES FOR USE OF CHURCH

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I, _____, acknowledge that I have read and understand the policy and rules for the church rental at the Simcoe County Museum and I agree to be bound by them.

DATED this day of , .

Renter of Church

Witness
