# Brockville Museum – Facility Rentals (2026)

Terms & Conditions | Options | Add-ons | Fees

## Terms & Conditions

The contact person is responsible for ensuring that all event participants adhere to the relevant terms and conditions of this agreement as listed below.

All rental requests are subject to approval based on room and staff availability

The terms, conditions, and fees outlined in this document prioritize the care and preservation of the museum's collection and aim to balance the availability of this service with the museum's resources.

### Access

The Brockville Museum reserves the right to deny access to the facility to any persons deemed by staff to be a threat to the museum's collection, exhibitions, or property, or to be a threat to museum staff and/or volunteers.

Requests for facilities rentals outside of regular museum operating hours are subject to staff availability and a staffing surcharge. In cases where access is granted outside of regular hours, the renter is responsible for providing a responsible greeter at the main museum entrance to direct attendees to the appropriate location in the museum.

The Brockville Museum reserves the right to access any and all spaces being utilized by the renter for carrying out reasonable facility operations during a facility rental.

### Capacity

Each room in the museum has its own occupancy limit, which may vary depending on the room's use. Please contact museum staff to confirm specifics of room occupancy prior to reserving a room.

### Catering

All catering arrangements must be approved in advance by the Brockville Museum. The renter must notify museum staff should they wish to use the kitchen facility (even for storage), and/or kitchen equipment (surcharges will apply). Unless specified, no food/beverage/supplies are included with the rental. If applicable, renter is responsible for liquor license.

### Custodial/Damages

The renter is responsible for all clean-up and disposal of refuse related to the event detailed in this agreement. Should the Brockville Museum determine that the renter did not

take due care to adequately return the facility to the condition in which it was found prior to the event, the Brockville Museum reserves the right to bill associated custodial or damage charges to the renter.

## Indemnity

The renter shall defend, indemnify and save harmless the Corporation of the City of Brockville, their elected officials, officers, employees and others whom the City is responsible from and against any and all claims, actions, losses, expenses, fines, costs (including legal costs), interest or damages of every nature and kind whatsoever, including but not limited to bodily injury or to damage to or destruction of tangible property including loss of revenue arising out of or allegedly attributable to the negligence acts, errors, omissions, whether willful or otherwise by renter, their officers, employees, agents, or others who the renter is legally responsible. This indemnity shall be in addition to and not in lieu of any insurance to be provided by the renter in accordance with this agreement and shall survive this agreement.

## Insurance

Third party liability insurance naming the Corporation of the City of Brockville as an additional insured, is required for all events. Please select from one of the two options below:

### Option 1 - Companies/Organizations: Certificate of Insurance

Please provide your insurance provider with the City of Brockville's standard insurance requirement information which is listed below:

Commercial General Liability Insurance issued on an occurrence basis for an amount of not less than $5 million per occurrence / $5 million annual aggregate for any negligent acts or omissions relating to their activities/ event.

Such insurance shall include, but is not limited to, bodily injury and property damage including loss of use; personal injury; contractual liability; premises, property & operations; non-owned automobile; broad form property damage; occurrence property damage; products; broad form completed operations; employees and volunteers as Additional Insured(s); tenants' legal liability; cross liability and severability of interest clause. Where applicable, the City will also require owners & contractors protective and/or contingent employers' liability extensions.

If applicable, the Commercial General liability insurance policy shall not contain an exclusion pertaining to liquor liability.

Such insurance shall add the Corporation of the City of Brockville as Additional Insured subject to a waiver of subrogation with respect to the operations of the renter. This insurance shall be non-contributing with and apply as primary and not as excess of any insurance available to the City.

All deductibles applicable to the above noted insurance shall be the sole responsibility of the Named Insured and the City shall bear no cost towards such deductible.

The Named Insured is responsible to keep their property/assets insured – failure to do so shall not impose any liability on the City.

The Named Insured shall provide The Corporation of the City of Brockville with a certificate of insurance evidencing coverage as noted above. Such policies shall not be cancelled, changed or lapsed unless the Insurer notifies the City in writing at least thirty (30) days prior to the effective date of such cancellation, material change or lapse. The insurance policy will be in a form and with a company licensed to write business in the Province of Ontario and which are, in all respects, acceptable to the City.

The City also reserves the right to request additional insurance and/or higher limits of insurance or otherwise alter the types of insurance coverage requirements as the City may reasonably require from time to time.

### Option 2 - Individuals/Private Users: Third Party Insurance Program

The Corporation of the City of Brockville coordinates a Third Party Insurance Program for low-risk users of municipal facilities. The policy covers any individual or community group renting a municipal facility to run an event or activity. This Program is in place for the everyday resident who would not otherwise have insurance in place as requested above. This coverage cannot be used for corporate entities or in addition to other policies of the renter. This coverage automatically adds the municipality as additionally insured on the policy. This program is a low-cost solution to protect residents of the community and provide coverage for the person in control of the event. Renters that do not have Third Party Liability Insurance as listed above will be charged the appropriate fees based the size and risk level of their event, under this program. Upon application acceptance, a sales summary clearly indicating the charge will be provided. Upon payment, a Memorandum of Insurance will be provided to the renter as proof of insurance.

## Parking

This rental agreement does not include parking. The Brockville Museum is not responsible for providing parking. There is a municipal pay parking lot south of the Museum as well as at the corner of John and Water Streets. Please be sure to advise those attending your event

that parking is not provided. The Brockville Museum is not responsible for parking tickets issued to event participants.

## Security

The Brockville Museum does have 24-hour security monitoring; however, the renter assumes all responsibility for the security of their property and belongings left at the museum. Additionally, should the property of the renter, left on the museum premises overnight cause the security alarm to sound, resulting in an after-hours alarm call, any and all fees incurred will be billed to the renter.

## Set-up and Decorating

On occasion the renter may wish to decorate the space or use the facility in advance of the rental date. These arrangements must be made in advance and in discussion with staff, as this may interfere with another rental, program or use of the space. An additional fee will apply. The renter is responsible for all clean-up and disposal of refuse.

Please note:

- The renter shall not affix any item to walls, ceiling, floors or movables.
- Exhibit furniture, displays or artifacts shall not be moved, altered or touched. This includes, but is not limited to, placing objects on display cases.
- Flames of any kind will not be permitted inside the museum.
- Cut or potted plants are not permitted inside the museum.

## Smoking and Vaping

There is no smoking or vaping permitted on Brockville Museum property, including exterior space.

## Representation

A copy of all printed/digital materials using the name of the Brockville Museum must be approved in advance by the Museum Curator. Failure to submit advance copy will warrant cause for the museum to cancel the booking. All marketing materials and publications must be approved by the Museum Curator.

The renter shall not imply a partnership, any affiliation with, or an endorsement by, the Brockville Museum or Corporation of the City of Brockville in promoting an event being held at the museum. Should the Brockville Museum deem that promotional material suggests any such relationship, the Lessee shall be responsible for destroying all such material and producing new material at their own expense.

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## Room Options

### “Annex” Meeting Room:

Main floor adjacent Carriage Hall (just off lobby). Capacity 24 (with tables) or 32 (chairs only). Includes set up and use of tables and chairs (see below for description of provided tables and chairs – tablecloths not included). Room is equipped with a 75” smart television with HDMI cable available. Limited Guest Wi Fi available: use of Guest Wi Fi is intended for general internet use and is subject to bandwidth and speed restrictions. Suitable for meetings, training sessions, and workshops.

### Carriage Hall:

Main floor just off lobby. Standing room only. Capacity 55 (standing only). Main museum exhibition hall, featuring automobile, carriage, sleigh, New York Restaurant sign and display cases on the themes of Commercial and Industrial history. Available only outside of regular operating hours (staffing surcharge applies).

### Patio:

Outdoors facing Hardy Park. Suitable for small gatherings. Note that there is no cover and the space is often in full sun. The patio is not fully accessible. Patio-only rental does not include indoor access. Please discuss intended use with museum staff in advance to ensure suitability.

### Patio + Lobby (and Lobby-only):

Includes indoor access for patio rentals (see above), including lobby area and washrooms. Available only outside of regular operating hours (staffing surcharge applies). Please discuss intended use with museum staff in advance to ensure suitability.

## Rental Add-ons

### Staffing Surcharge:

Applicable to all rentals outside regular staff hours (Monday-Friday 9-4 and Saturdays in June-October 10-4, subject to change).

### Table & Chair Rental:

Not applicable to “Annex” Meeting Room rentals. Up to 28 white folding chairs and/or up to 10 white seminar tables and/or up to 8 rectangular wood veneer tables (as-is). Staff will set

up/take-down based on pre-arranged layout (please describe desired layout in the "please tell us about your event" section of the Detailed Room Rental Application form.

### Kitchen Fee:

Kitchen is located on the lower level in a non-public area of the museum. Elevator access is available.

- Option 1: up to 24 hour storage of pre-made food in fridge and/or kitchen area
- Option 2: up to 24 hour storage in fridge and/or kitchen area and some use of kitchen; may include use of stove/oven, some prep utensils, limited prep, etc. Please discuss requirement with staff in advance. Note that all catering arrangements must be discussed and approved by the Museum in advance.

### Dish Rental:

Up to 25 mugs OR 25 water glasses (w 3 pitchers) OR 25 plates (as is); (if mugs and plates multiply by 2, if all 3 multiply by 3). Costs cover clean-up and washing.

### Tablecloth Rental:

Up to 8 rectangular table cloths can be provided at a per item rate; ivory (as is); available only with Table & Chair Rental. Costs cover washing and ironing.

## Fees

All fees are subject to HST.

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| Annex Meeting Room < 3 hours | $80 |
| Annex Meeting Room 3-7 hours | $150 |
| Carriage Hall | $250/hour |
| Patio | $10/hour |
| Lobby (and Patio) | $20/hour |
| Staffing Surcharge | $50/hour |
| Table & Chair Rental | $10/hour + $50 handling fee |
| Kitchen Fee #1 | $10 |
| Kitchen Fee #2 | $50 |
| Dish Rental | $25/set |
| Tablecloth Rental | $8/each |
| Non-Profit and Government Discount | 20% discount |