

The Muse - Lake of the Woods Museum
Facility Rental Application Form



Date of Application: _____

Lessor Information

The Muse - Lake of the Woods Museum
300 Main Street South
PO Box 497
Kenora ON P9N 3X5
807-467-2105
lhalley@themusekenora.ca

Applicant (Lessee) Information

Organization Name/Contact Name: _____

Address: _____

City/Prov: _____

Postal Code: _____ Phone: (H) _____

(W) _____

Email: _____

Event Information

Name of Event/Nature of Event: _____

Date(s) of Event: _____

Event Time(s): _____

Required Access Time(s): _____

Number of Expected Guests (including caterers/staff): _____

Serving Alcohol: _____ Selling Alcohol: _____

Serving Food/Beverages: _____

Caterer Name: _____

Caterer Contact Phone: _____ Email: _____

Please indicate below which of the Lake of the Woods Museum facilities your event wishes to use.

√	Facility Space	Rental Fee	Notes
	Lobby & Exhibit Area	\$300 + HST	<ul style="list-style-type: none"> • The lobby and exhibit area are available to rent outside of regular Museum hours for a maximum of 4 hours in the evening. • The lobby and exhibit area will be rented during regular Museum hours only if the event being presented is directly related to the Museum's mandate or at the discretion of the Museum Director and/or Board.
	Boardroom Coffee	\$125 + HST for less than a 4 hour period \$200 + HST for more than a 4 hour period \$25 + HST (cream, sugar and cups included)	<ul style="list-style-type: none"> • The Boardroom is currently available for rent only during regular Museum hours or at the discretion of The Muse Director. Rental does not include access to the rest of the Museum. • Arrangements can be made for group tours of the Museum. Please contact the Museum for additional information. • If coffee service is required, an additional fee will be charged.
	Parlour for Photos	\$100 + HST	<ul style="list-style-type: none"> • A \$50.00 deposit plus HST is required on booking and will be forfeited in the event of cancellation or no-show. The remaining fee is payable on or before the occasion. • Available for rent for photographs only during regular Museum hours and for a maximum of two (2) hours. • In the event that the renter stays after 5:00 pm, an additional charge of \$25.00 plus HST will be levied for each additional ½ hour. • No confetti, food or beverages are allowed in the Museum.
	Museum Courtyard	\$30 + HST ½ day \$50 + HST full day	The courtyard is available for rent only during regular Museum hours and will only be rented to not-for-profit community groups.

Additional facility requirements:

Chairs: How many: _____

Tables: How many: _____

Table Linens:

Wine Glasses: How many: _____

Punch Glasses: How many: _____

Punch Bowls: 1 or 2

Silver Serving Platters: How many: _____

Lectern:

Coffee Service: For how many: _____

Audio/Visual Requirements: _____

Other Requirements: _____

****Note Kitchen facilities are available. These facilities include a domestic size stove, refrigerator and dishwasher.**

Terms and Conditions

The Group/Organization/Individual, as Lessee, will adhere to the following terms and conditions.

- **Where Kenora City Council has granted approval to serve alcohol on the Lake of the Woods Museum premises, the Municipal Alcohol Policy will be adhered to.**
- **Individuals or groups sponsoring a Special Occasion Permit function at the Lake of the Woods Museum must provide proof of the Special Occasion Permit or Valid Caterer's Endorsement and a Certificate of Insurance to the appropriate Museum staff at least seven (7) days prior to the event.**
- **Obtain and submit a Certificate of Insurance that shows the event sponsor has a minimum of five million (\$5,000,000.00) commercial general liability insurance coverage (must include a Host Liquor Liability endorsement), and that The Corporation of The City of Kenora is named as an additional insured to this Policy.**
- **Obtain and submit required approvals as indicated in the Event Organizer checklist on page 6 of this document.**
- **Adhere to dates and times as indicated on the event application.**
- **Be responsible for the discipline of its Organization/Group while using the facilities.**
- **Will not do or permit any act that might be a nuisance, annoyance, inconvenience or damage to The Muse - Lake of the Woods Museum property or its members.**
- **Will assume all liability for damages caused directly or indirectly by the Lessee or Lessee's invitees while using the facilities.**
- **Provide payment prior to the event. Cheques should be made payable to the Lake of the Woods Museum. Credit card payment is accepted (Visa and Mastercard).**
- **Will assume risks of damage and injury while on the premises for the Lessee and/or the Lessee's invitees, and hold the Lake of the Woods Museum (City of Kenora) harmless and indemnified therefrom.**
- **Will observe all signs posted by the City of Kenora on the Museum premises.**
- **The Muse - Lake of the Woods Museum (City of Kenora) will not be held responsible for any failure in supplying facility services due to circumstances beyond their control and the Lessee, in such cases, will not be required to pay for facility services not provided.**
- **Will attend a facility tour and evacuation procedure orientation.**

The lessee hereby agrees to indemnify and save harmless the City of Kenora, its servants or agents, against any and all liability, loss damages costs and expenses which it may hereafter incur, suffer or be required to pay by reason of the use of the City of Kenora property by the lessee. Without limiting the generality of the foregoing, the lessee hereby agrees to indemnify and save harmless the City of Kenora against all claims arising out of infringement of royalty rights, copyright, performing rights charges, slander or libel which may occur as a result of a public performance or speeches.

The lessee has read and understands the conditions, which form part of this application.

Further, where an individual is acting on behalf of the group/organization named in this application, she/he certifies that he/she has the authority to act on behalf of said group/organization.

AUTHORIZATION SIGNATURES:

Group/Organization or Individual

Date

**The Muse - Lake of the Woods Museum
Representative**

Date

Event Organizer Checklist

Facility Rental Application completed in full and signed

AND

Special Occasion Liquor Permit Application Made

Special Occasion Liquor Permit Obtained

OR

Caterer's Endorsement Available

AND

Municipal Alcohol Policy Reviewed; Appendices C, E, F, G, and H completed and signed, where applicable.

AND

Certificate of Insurance in the amount of \$5,000,000 obtained

AND

Payment Made to The Muse - Lake of the Woods Museum

Special Occasion Permit

A Special Occasion Permit (SOP) is required if you are planning to sell or serve alcohol at special occasions, such as weddings, charity fundraisers and receptions. An SOP is needed any time alcohol is offered for sale or served anywhere other than in a licensed establishment or a private place (for example, a private office or a residence).

A Special Occasion Permit application can be obtained from any LCBO store or online at www.agco.on.ca

Certificate of Insurance

Individuals or groups sponsoring a Special Occasion Permit function at the The Muse - Lake of the Woods Museum must obtain a certificate of insurance that shows the event sponsor has a minimum of five million dollars (\$5,000,000) commercial general liability insurance coverage (must include a Host Liquor Liability endorsement), and that The Corporation of The City of Kenora is named as an additional insured to this Policy.

Event liability insurance may be obtained from Standard Insurance Brokers Ltd. at 807-468-3333 or from the event sponsor's own insurance professional.