



Town of
**ONTARIO HISTORICAL
AND
LANDMARK PRESERVATION SOCIETY**
7147 Ontario Center Road Box 462
Ontario, New York 14519 - 0462

Heritage Square Museum Rental Policy

Approved 11/08
Reviewed June, 2022

General:

Heritage Square Museum permits rental of the Train Depot, and the Barn /Pavilion to individuals and organizations who complete the enclosed application, and adhere to all rules set forth in this policy. Individuals and/or organizations wishing rental space do not have to be affiliated with the museum. The museum does reserve the right to decline any application for rental with or without cause. Such refusals are final.

Insurance:

The applicant seeking rental facilities at Heritage Square Museum agrees to assume full financial liability and responsibility for any damage or loss of objects/property at the museum. The applicant is responsible for any accident, injury or loss/damage of objects/property incurred by the applicant and/or applicant's guests during or as a result of the rental of the facility, including legal fees should they become necessary.

By the signing of a rental agreement, the applicant does hereby indemnify and hold harmless the Ontario Historical and Landmark Preservation Society, (Heritage Square Museum) its officers, staff, directors, volunteers, and employees from suit, action, damages, liability and expense in connection with personal injury, death, property damage, loss or theft resulting from the use of the museum facilities.

The applicant also shall accept full responsibility and liability for any personal injury or property loss and/or damage to anyone including 3rd parties arising from or in connection with the applicant's rental event.

Supervision:

At the discretion of the Ontario Historical Society it may be required that a staff person be present during the rental of the facility.

Additional staff person may be required for events over 75 people.

Children 12 years and under are expected to be supervised at all times by the applicant and/or applicant's guests. This is a museum facility not a playground.

Alcoholic Beverages, Smoking, and Drugs:

There is no smoking, use of drugs, or consumption of alcohol on the property.

Parking:

The Museum has parking available on the premises, on the gravel driveways, to the west of the Barn and in the field west of the Train Depot.

Maximum Occupancy:

Train Depot: 60 Barn 70

Fees:

Train Depot / Two Restrooms (\$150members / \$200 non-members)

Barn / Restroom/ Kitchen (\$150members / \$200 non-members)

Deposit:

A security deposit \$50 (payable to Ontario Historical Society) is expected in advance; (an additional \$25 may be required for groups over 75 people). Pending review of the site the deposit will be refunded.

Tours of Buildings:

Tours are conducted by museum staff at the regular tour rate per person.

Rules of Conduct:

Touching, climbing or handling of any museum artifact or item is prohibited. Trespassing beyond any museum barrier is prohibited.

The applicant is responsible for the actions of guests, vendors, and/or organizations. The applicant will be held responsible for any damage or excessive clean up caused by guests. Any and all fees levied due to damage or excessive clean up will be determined solely by the museum staff.

The applicant shall be responsible for notifying all guests of the rules of conduct.

Other:

Rental of the Museum facilities will not take precedence over scheduled Museum functions.

The museum staff is not expected to assist with the event.

The museum is not responsible for any equipment delivered to or picked up from the museum for the event. All equipment must be removed from the museum immediately following the event within the scheduled rental hours, unless other arrangements have been made in advance.

The Museum will not be responsible for personal or other items left on the premises after an event. All fee schedules, and/or policies are all subject to change without prior notification.