



**Heritage Square Museum**  
**7147 Ontario Center Rd, PO Box 462, Ontario NY 14519**

**Application for Special Event Use of Facility at Heritage Square Museum**  
**(Alcohol is allowed only with a signed Alcohol Use Permit, requested separately)**

Applicant: \_\_\_\_\_  
 \_\_\_\_\_ Name \_\_\_\_\_ Date \_\_\_\_\_  
 \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

Type of Event: \_\_\_\_\_  
 \_\_\_\_\_

Date of Event: \_\_\_\_\_ Starting time: \_\_\_\_\_ Ending time: \_\_\_\_\_

**Facilities Requested (check all that apply)**

- \_\_\_\_\_ Barn / Restroom / Kitchen / Pavilion (\$150 members / \$200 non-members) plus \$50 security deposit
- \_\_\_\_\_ Train Station / Two Restrooms (\$150 members / \$200 non-members) plus \$50 security deposit

**The deposit and rental fee will be due within five business days of signing.**

\_\_\_\_\_ Tour for buildings – regular tour donation per person applies to any guided tour **Total fee: \$** \_\_\_\_\_

Anticipated Attendance \_\_\_\_\_

Person(s) Responsible for Supervision: Name and contact information \_\_\_\_\_

What property / possessions will be brought in for the event? \_\_\_\_\_

***Applicant should inform their guest of the following rules:***

- Applicant must be present during entire event.
- There is **no smoking allowed anywhere** on the property.
- Children 12 years old and under are expected to be supervised by an adult at all times.
- No personal property will be stored in any of the buildings; all personal property will be removed after the event.
- Touching, climbing or handling of any museum artifact or item is prohibited.
- Parking is in front of the Crombe Exhibit Barn and behind the Hojack Train Station on the grass.
- Any other building must be supervised by authorized members of the Society at all times. If only one member is conducting the tour of buildings, buildings must be unlocked and relocked. At no time will buildings be left unattended.
- **A separate security deposit of \$50.00 is payable to Heritage Square Museum before event - and will be refunded pending review of the site afterward.**
- Cleanup is the responsibility of the applicant – return all items to their original place.
- Max Occupancy – 60 Hojack Train Station 70 Crombe Exhibit Barn

The undersigned has read the rules and regulations pertaining to the rental of space at Heritage Square Museum premises and agrees to the same.

\_\_\_\_\_  
 Applicant's Signature / Date