



COTTONWOOD MANSION
Preservation Foundation
Box 56, 740 Haldimand Road #53
Selkirk, ON N0A 1P0
Telephone (905) 776-2538
email:cottonwoodmansion@gmail.com
www.cottonwoodmansion.ca

To preserve the site known as Cottonwood Mansion through collecting, preserving, interpreting, the building, its grounds, and artifacts as a living history museum which encourages the public to experience the Victorian and Edwardian eras and the early settlement of the Lake Erie North Shore so that the visiting public become lifetime learners, community supporters, and promoters of this local heritage.

RENTAL AGREEMENT

Name of Renter: _____

Date Booked: _____ **Date of Event:** _____

Address: _____

Telephone: _____ **Email:** _____

_____ **Mansion Rental: \$50.00 per hour** (includes tables, chairs, coffee, tea, cups, cutlery, plates, and access throughout the Mansion)

_____ **Mansion Rental: \$40.00 per hour** (includes access throughout Mansion. DOES NOT include use of tables, chairs, coffee, tea, cutlery, cups, or plates.)

_____ **Business Meeting \$50 for up to 2 hours** (includes access throughout Mansion. DOES NOT include use of tables, chairs, coffee, tea, cutlery, cups, or plates.) ***additional time is \$30 per hour.**

CONDITIONS OF USE

1. Furniture may only be moved by staff prior to the rental.
2. Evening events must be concluded and cleaned up by **10:00 p.m. (if not, additional charges will be added)**
3. Beverages shall not be placed on any of the artifacts.
4. Guests may browse freely through the Mansion during the event, except for designated areas.
5. No smoking is permitted in the building at any time.
6. Abuse of the facility may result in immediate termination of the event.

RESPONSIBILITIES OF RENTER

1. Alcoholic beverages may be served provided the Renter has obtained a Special Occasion Permit, in accordance with the Liquor Control Board of Ontario, and P.A.L. Insurance. Both the Permit and the Insurance must be in the same name.
2. Alcohol service and enforcement under the regulations of the L.L.B.O. is the responsibility of the Renter.
3. The Renter assumes all responsibility for any theft or damage.
4. All garbage must be collected, in the receptacles provided, and disposed of.
5. The Renter/Caterer is responsible for all extra items required for the event beyond those offered by the Mansion.
6. All dishes and kitchen items must be cleaned and returned to proper place.
7. No confetti, rice, etc. is to be thrown anywhere inside or outside the site.



RENTAL AGREEMENT 2017 CONTINUED

RESPONSIBILITIES OF COTTONWOOD

1. To provide trash containers and liners.
2. To provide at least one Cottonwood representative to assist during the event.

PAYMENTS AND DEPOSIT

Reservations are confirmed upon receipt of the signed rental agreement and the rental Deposit.

A \$50.00 **non-refundable** deposit is required upon booking.

Cancellation of an event must be made a minimum of two (2) months in advance of the booked event.

Full Payment **must** be made at the time of the event.

Please sign and date the Agreement below and return, with your Deposit, to Cottonwood Mansion. Please make cheques payable to Cottonwood Mansion. **There will be a charge of \$50.00 in the event of a cheque being returned NSF and the booking for the event will be cancelled.**

TOTAL RENTAL FEE _____

AMOUNT OF DEPOSIT _____

DATE PAID _____

BALANCE OWING _____

DATE PAID _____

I hereby agree to the responsibilities and conditions stated in the above Rental Agreement.

RENTER

DATE

COTTONWOOD MANSION

DATE