



**COTTONWOOD MANSION**  
Preservation Foundation  
Box 56, 740 Haldimand Road #53  
Selkirk, ON N0A 1P0  
Telephone (905) 776-2538  
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[www.cottonwoodmansion.ca](http://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.

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### WEDDING RENTAL AGREEMENT

Name of Renter: \_\_\_\_\_

Date Booked: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

\_\_\_\_\_ **Wedding Photos (Indoor or Outdoor):** \$50.00 per hour, minimum 2 hours does not include prior access to the Mansion for decorating.

\_\_\_\_\_ **Wedding Ceremony (Indoor):** \$500.00 - includes rehearsal, set-up time and photography privileges. Accessibility to Mansion.

\_\_\_\_\_ **Wedding Reception (Indoor):** \$800.00- includes photography, access throughout Mansion, use of flatware, dishes, kitchen facilities, and round tables. NOTE: wine glasses available at \$.30 per glass.

\_\_\_\_\_ **Wedding Ceremony & Reception (Indoor):** \$1,100.00- includes rehearsal, set-up time, photography, access throughout the Mansion, and kitchen facilities. Use of linens, flatware, dishes, and round tables. NOTE: wine glasses available at \$.30 per glass.

\_\_\_\_\_ **Wedding Ceremony & Reception (Outdoor):** \$1,100.00- includes rehearsal, set-up time, photography, access throughout the Mansion, and kitchen facilities. Use of picnic tables and gazebo. NOTE: Mansion closes for access at 6:00 pm. \*Client must provide own outdoor washroom facilities.

\_\_\_\_\_ **Tent Wedding:** \$500.00 - does NOT include access to the Mansion. \*Client must provide own tent and own outdoor washroom facilities.

### 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 **12:00 a.m.**
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.
8. Tent weddings requiring outside toilets which must be arranged for by the Renter.

**RENTAL AGREEMENT CONTINUED**

**RESPONSIBILITIES OF COTTONWOOD**

1. To provide trash containers and liners.
2. To provide at least one Cottonwood representative to assist during the event.
3. To provide access to the facility prior to the event for decorating purposes and after for clean up.
4. To provide tables, linens, flatware, and use of kitchen.

**PAYMENTS AND DEPOSIT**

Reservations are confirmed upon receipt of the signed rental agreement and the rental Deposit.  
 A \$100.00 **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**