



WOODLAND  
CULTURAL CENTRE

July 2019

## **FACILITY RENTAL POLICY**

The Centre shall be a leader in the revitalization of First Nations of Eastern Woodland area culture, language, and spirituality, and shall have as its aims and objectives the preservation, accurate documentation, education and promotion of the values, practices, language, National Treasures and articles of both the past and contemporary First Nations of the Eastern Woodland areas peoples. Youth, Elders, students, scholars and Haudenosaunee people can research, reaffirm, celebrate, learn, display and discuss their culture, language, history, art and values.

### **PROCEDURES**

#### **RENTALS - GENERAL**

1. The facilities included under this policy will be:
  - a. Museum Meeting Room (MMR)
  - b. Orientation Room (OR)
2. All rental inquiries need to be made through our Group Visits and Rental Coordinator and will be approved by the Education Coordinator or the Executive Director of the Woodland Cultural Centre.
3. No rental can duplicate any programs offered by the WCC. All museum and collections tours, workshops and other interpretive programs must be facilitated by WCC staff
4. All rentals must be made 3 weeks prior to the date of the rental.
5. Rental inquiries are made on a first come, first serve bases.
6. Drugs and alcohol are not permitted on Woodland Cultural Centre property.
7. Facility rental fee does not include admission to the museum, if you would like to view the museum or gallery please go to the front desk and they will process your admission.
8. Rental form arrival time and departure time must factor in set-up and clean-up time.
9. In order to hold your date, there must be a deposit made of 50% of the full price of your rental.
10. Woodland Cultural Centre reserves the right to decline or stop any facility rental that goes against our policy statement.

#### **RENTAL DEPOSITS**

11. Rental deposits are collected for these reasons:
  - a. The deposit is used to protect Woodland Cultural Centre from any damages.
  - b. To secure dates of rental and admin charges are covered in event of a last-minute cancellation.
12. Deposit will be needed to be paid with credit card upon approval from Education Coordinator or Executive Director.
13. The deposit will be factored into the cost of the whole facility rental.

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14. If facility rental goes beyond the request time, renter will be required to pay additional \$10.00 to the hourly rate.
15. Facility rental request may be denied if renter has prior outstanding accounts or has previously caused damages to the rental space.

#### **DAMAGE DEPOSITS**

16. Groups using Woodland Cultural Centre facilities assume all responsibilities for any damages. Any items lost or stolen are not the responsibility of the Centre. The Woodland Cultural Centre will not be held liable for any injuries sustained while on the premises and grounds.
17. There will be a \$100.00 damage fee charge that will be required for your rental and will be returned if facility is left in good condition.
18. Renter may be asked to level the grounds if one of the Woodland Cultural Centre staff members believe that they will damage the grounds or if they are not in line with Woodland Cultural Centre standards.

#### **DECORATIONS**

19. Tape, tacks, or thumb nails are not permitted in the facility to use to hang items on the wall.
20. If decorations are hung up in the facility it is the renter's responsibility to take down anything they have put up.
21. Candles and open flames are not permitted on Woodland Cultural Centre Grounds
  - a. Fire regulation and signage that is posted throughout Woodland Cultural Centre must be followed.
22. Woodland Cultural Centre staff will be responsible for setting up the tables and chairs request by the renter. The staff will also be responsible for putting away the tables and chairs. Although, renter will be responsible for cleaning the tables that they have used.

#### **OTHER RENTER'S RESPONSIBILITIES**

23. Each function must be cleared out of the facility by the departure time agreed upon on the facility rental agreement.
  - a. If renter is not gone by the request time they will be charged and additional \$10.00 to the hourly rate of the facility rental.



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24. Renter is responsible for special licensing or permits where required. A copy of the license or permit must be sent to the Group Visit and Rental Coordinator upon request. \*alcohol and drugs are not permitted on the grounds\*
25. Renters must assume all responsibility of the attendees of their rental.
26. If there are damages to the facility they must be reported as soon as possible.
  - a. This includes damages that are not a part of the rental space. I.e., if you notice there has been damage to the paper towel dispenser in the bathroom.