

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 area 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. Orientation Room (OR)
2. All rental inquiries need to be made through our Visitor Services Coordinator and will be approved by the Visitor Services Coordinator or the Associated Director of the Woodland Cultural Centre.
3. No rentals can duplicate any programs offered by the WBB. All museum and collections tours, workshops and other interpretive programs must be facilitated by WCC staff.
4. All rentals must be made three (3) weeks prior to the date of the rental.
5. Rental inquiries are made on a first come, first serve basis.
6. Drugs and alcohol are not permitted on Woodland Cultural Centre property.
7. Facility rental fees do not include admission to the Museum and Art Galleries. If you would like to view the Museum and Art Galleries, you are required to pay the applicable admission fee at Museum Reception.
8. Rental form arrival and departure times MUST factor the set-up and clean up time required.
9. In order to hold your date, a 50% deposit of the full price of your rental will be required.
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 ensure admin charges are covered in the event of a last-minute cancellation
12. Deposit can be paid with credit or debit, upon approval from the Visitor Services Coordinator or Associate Director. Deposits which can only be paid by cheque or cash will need to be discussed with the Visitor Services Coordinator or Associate Director.
13. The deposit will be factored into the cost of the whole facility rental.

14. If a facility rental goes beyond the agreed upon time, the renter will pay an additional \$10.00 to the hourly rate per hour. This will be added to the cost of the whole facility rental.
15. Facility rental requests may be denied if the 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 added to your rental deposit; this charge will be returned if the facility is left in good condition.
18. Renter may be asked to vacate the facility and grounds if a member of the Woodland Cultural Centre staff believe the renter will damage the grounds, or if they are not in line with Woodland Cultural Centre standards

DECORATIONS

19. Tacks or thumb nails are not permitted in the facility to use to hang items on the wall. Tape can be utilized, but any damage to the walls or paint will result in the forfeiture of the \$100.00 damage deposit outlined above.
20. It is the renter's responsibility to set up and dispose of all decorations.
21. Candles and open flames are not permitted on Woodland Cultural Centre property.
 - a. Fire regulation and signage that is posted throughout Woodland Cultural Centre must be followed.
 - b. Special consideration may be granted for groups who require smudging – all smudging must be conducted on the exterior grounds.
22. Woodland Cultural Centre staff will be responsible for setting up the tables and chairs as requested by the renter. The staff will also be responsible for putting away these materials. However, it is the responsibility of the renter to ensure the tables and chairs utilized are cleaned from any materials.

OTHER RENTER'S RESPONSIBILITIES

23. Each function must be cleared out of the facility by the departure time agreed upon in the facility rental agreement.
 - a. If a facility rental goes beyond the agreed upon time, the renter will be required to pay an additional \$10.00 to the hourly rate per hour. This means that business hour rental overages will be charged \$50.00 per additional hour, and after hour rentals will be charged \$70.00 per additional hour.
24. Renter is responsible for special licensing or permits where required. A copy of the license or permit must be provided to the Visitor Services Coordinator upon request.



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- a. No drugs or alcohol are permitted on the grounds, regardless of certifications
- 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 part of the rental space outlined above, i.e. if you notice damage to the paper towel dispenser in the washrooms.

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