

Parksville Museum & Archives

Operated by *Parksville & District Historical Society*

1245 E. Island Highway
Parksville, BC, V9P 2H4
(250) 248-6966

Venue Rental Agreement

Date(s) Requested: _____ Building/room: _____

Event Type: _____ Total Guests (approx.): _____

Name: _____ Organization: _____

Contact Phone: _____ Contact Email: _____

Address: _____

Special Requirements/Arrangements: _____

Payment:

Deposit Amount: _____ Deposit Date: _____

Method of Payment: _____ Name on cheque: _____

Balance Paid: _____ Balance Date: _____

Method of Payment: _____ Name on cheque: _____

General Venue Rules:

We're so pleased to be a part of your event, but unfortunately there are some restrictions regarding the treatment and handling of our property and buildings. We pride ourselves on our heritage buildings and we appreciate your understanding and help in protecting them so that they can continue to be an active center of community events!

DO:

1. Confirm all important dates and times with the museum staff at least **one week** before the above stated date. This will ensure that any of our cleaning tasks are completed in a timely manner, and will give us time to close the building/room to the general public during our open season.
2. If you are decorating, prepare your decorations and floral arrangements off premises.
3. Make sure floral arrangements are not wet or dripping on wood surfaces and carpets.
4. Remove your flowers and decorations after the event.
5. Ensure that all your guests and vendors are aware of the requirements outlined in this document.
6. Call or email us with any questions or concerns you have regarding your rental.

DON'T:

1. The use of permanent, destructive forms of attachments when decorating or placing the floral arrangements is strictly prohibited; **no** thumbtacks, nails, or staples will be used on the furniture, or walls.
2. The use of sticky tape, or "command" strips on any surfaces, including brass plaques on furniture, is not allowed as it is chemically destructive to heritage surfaces.
3. The use of any open flames or lit candles in the church is not allowed. This is a ruling from the Fire Marshall.
4. Please do not leave any personal belongings, such as musical or photographic equipment, etc., unattended on museum property at any time. Parksville & District Historical Society cannot be responsible for the loss or damage of any personal property.

5. If you're getting married, the use of confetti, rice, birdseed, etc. is not allowed in the buildings or on museum property.
6. Please don't hesitate to call us if you have any questions; we'll be happy to help in any way!

Agreement:

I, the undersigned, understand all obligations set out in this document, and agree to treat all property belonging to Parksville & District Historical Society with all reasonable care and respect.

I agree that I am responsible for the conduct of myself, all guests, and service vendors whilst on Parksville & District Historical Society property.

I understand that the violation of any of the above-stated restrictions regarding the treatment of the buildings, and property of Parksville & District Historical Society, can result in an immediate cancellation of this venue rental, and the loss of the entire rental fee.

Name: _____ Date: _____

Signature: _____

The Parksville & District Historical Society agrees to provide the venue(s) for the agreed upon date(s), and to provide the above signed parties with privacy and quiet enjoyment during their use of museum premises.

Name/Title: _____ Date: _____

Signature: _____