



AURORA HISTORICAL SOCIETY

RENTAL AGREEMENT FOR INTERIOR OF HILLARY HOUSE

The Aurora Historical Society welcomes you to Hillary House, the Koffler Museum of Medicine, and we wish you every success for your event. We are a non-profit registered charitable organization, and all fees and donations will help maintain this museum and National Historic Site.

- 1. The rental fee permits use of the ballroom, downstairs washroom and cloakroom. Please respect closed doors and roped-off areas, and ask your guests to do the same.
2. The historical society will be responsible for the set-up and removal of chairs and tables
3. (N.B. maximum standing capacity is 60 and maximum seating capacity is 40).
4. If the kitchen fee has been paid you may use the equipment, cutlery, china, and glassware in the kitchen. You are responsible for clean-up to the satisfaction of the society's representative, and for removal of all garbage, including blue box items.
5. Food and beverages may be consumed only in the kitchen and ballroom or outside on the verandah and grounds. If you wish to serve alcoholic beverages you must obtain the appropriate licence from the LCBO and you are responsible for following its requirements. You will be asked to show your licence to a staff member before the event begins.
6. All decorations must be approved by AHS personnel, must be non-abrasive and must not interfere with the landscaping. No decor can be adhered to the fence.
7. The wearing of stiletto heels, which will damage the soft pine floors, is prohibited in the house.
8. Smoking is not permitted in the house or on the grounds.
9. Please ask the Hillary House representative should you wish to move anything in the house.
10. There is parking available for only 4 vehicles on the grounds. You are strongly encouraged to park on Yonge Street, with attention to posted restrictions.
11. The Aurora Historical Society assumes no liability for personal injury and no responsibility for accidental loss or damage to visitors' vehicles or belongings while on site.

Table with 3 columns: INTERIOR RENTAL RATE, Not-for-profit, Commercial or Private. Rows include Ballroom per hour, Kitchen and equipment per hour, and Damage Deposit.

Note: Rental fees are subject to change

PAYMENT SCHEDULE AND CONDITIONS

Renters must be members of the Aurora Historical Society. Memberships can be purchased by contacting the AHS office.

Deposit to confirm booking: 50% of total, at time of booking

Balance of payment: 7 days before date of event

Damage deposit: 7 days before date of event

Refunds: If cancelled more than seven days before event, full refund less \$25 administration fee; if cancelled fewer than seven days before event, refund of 50% of full rental cost.

Payment: Cash, Mastercard, Visa, debit card or cheque made payable to "Aurora Historical Society."

An Aurora Historical Society Board or Staff member must be present for the duration of the event