



## APPENDIX B

### ***Oakville Museum Coach House User Guide***

This guide will provide important information on the use of the Coach House facilities.

#### **Coach House Details**

- Requests are accepted on a first-come, first-serve basis.
- A Coach House Request Form must be completed and submitted.
- Permits must be signed (e-signature accepted) to be confirmed.
- Licensed functions are required to provide a liquor license, and Smart Serve Certificates for those dispensing alcohol, event plans and alcohol service must meet the town's approval. [www.smartserve.ca](http://www.smartserve.ca)
- Full payment is required to confirm a rental permit. Social event bookings require a 50% deposit at the time of booking.
- Evening and weekend bookings and all social events require a House Manager for the full duration of the event at the applicable hourly rate.
- Bookings playing or performing non-original (copyright) music are required to pay applicable SOCAN [www.socan.ca](http://www.socan.ca) and Re: Sound [www.resound.ca](http://www.resound.ca) fees based on attendance. Limits on decibel levels must be adhered to.
- Third party service providers (entertainers, caterers, party rental equipment, etc.) must be approved by the facility at the time of room request and additional requirements apply including proof of commercial insurance.
- Room setup selections are to be submitted 2 weeks prior to booking date.
- Rental requests for social bookings are accepted up to a maximum of one year in advance for the month. Requests for dates will be first come, first serve, starting the 1st of the month one year in advance. For example: Date of rental request – August 15 2023, rental requests will be accepted as of August 1 2022. Requests submitted in advance of the 1st of the month will not be considered.
- For details on booking a wedding ceremony with your event see: [www.oakville.ca/culture/rec/weddings.html](http://www.oakville.ca/culture/rec/weddings.html)  
N.B. wedding ceremonies are confined to the Coach House and Terrace, not permitted on the grounds of Erchless Estate
- Permits are confirmed when signed by the permit holder.

#### **Insurance Requirement**

- All permits require \$2 million dollars liability insurance naming the "TOWN OF OAKVILLE" as "an additional insured, or \$5 million dollars for any alcohol licensed events. Proof of insurance can be provided, or coverage can be added to the permit. Proof of insurance is also required for any third party service/entertainment or equipment providers.

#### **Cancellations**

Cancellations must be made 14 days in advance of any booking, for social/licensed events the booking deposit is non-refundable.

#### **Non-Sufficient Funds**

An administration charge of \$40 will be levied for all payment returned Non-Sufficient Funds.

## Rates & Fees

- Rates will vary depending on the length of the rental, the amenities required, and the type of activity and the number of people.
- Decorating or setup time, if required, must be included in rental period, please include on request form.
- There is a 3 hour minimum rental time for all room bookings.  
*\*Exemptions may apply for weekday daytime CORE meetings only*
- A staffing charge is required for all evening, weekend and social events.

	Unit of Measure	2022 Rental fees (meeting/program)	2022 Social rental fees	
Multi-purpose room	per hour	\$110.00	\$137.50	
Staffing charge (House Manager required evening weekends, and all social events)	per hour	\$46.00 <i>If applicable</i>	\$46.00	
AV Equipment set-up	per event	\$25.93	\$25.93	
Extra Room – Cottage	per hour	\$25.00	\$25.00	

Non-residents are charged a non-resident fee of \$11.30 per hour.

Coach House Booking Line (905) 338-4400

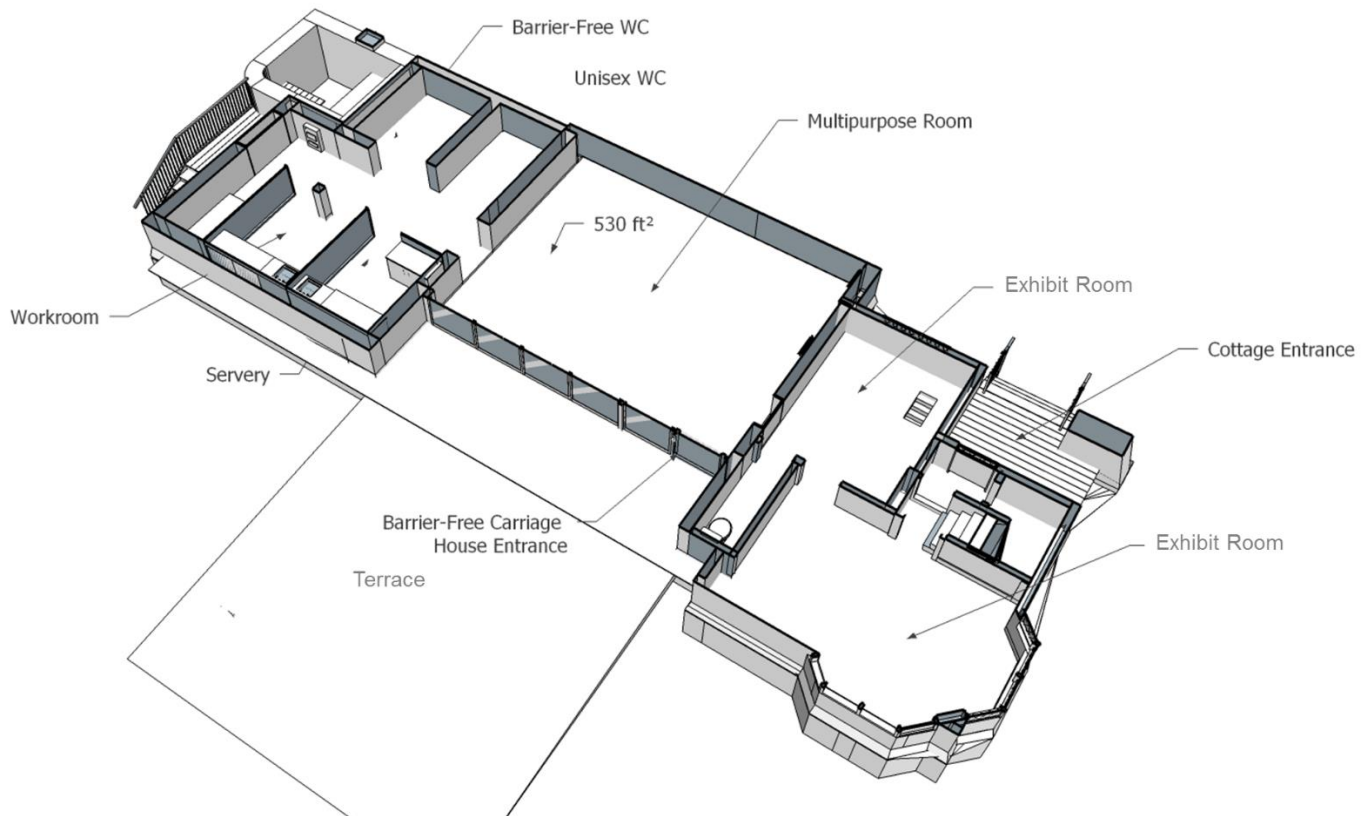
Fax: (905) 815 5973

Email: [oakvillemuseum@oakville.ca](mailto:oakvillemuseum@oakville.ca)

## Oakville Museum Coach House 114 King Street

### Capacities and dimensions

- Multi-Purpose room is approximately 24 feet by 20 feet
- The Terrace is approximately 26 feet by 24 feet. The Terrace is included with rentals, weather permitting
- Terrace. Recommended 35. Maximum 45
- Indoor Maximum 35.
- Capacity suggestions;
  - Meetings – Board Room style - 12
  - Lecture – row seating - 35
  - Social seated – Indoor – 4 tables of 6 or 6 tables of 4 - 24
  - Social cocktail.- 28



# Coach House Rental Request Form

Event Name and/or Organization			
Contact Name (First, Last)		E-mail*	
Address		City	Postal Code
Home Phone	Work Phone	Cell Phone	Fax

\*Your permit will be sent to you electronically, please ensure your e-mail address is listed above.

☐ Include all dates requested **OR** ☐ Only include one date based on list in order of preference

Day of Week	Date (or start date if Multiple bookings)	End Date (if Multiple bookings)	Start Time & End Time (include setup/decorating time in rental time)	Room
				Multipurpose <input type="checkbox"/> Terrace <input type="checkbox"/> Cottage <input type="checkbox"/>
				Multipurpose <input type="checkbox"/> Terrace <input type="checkbox"/> Cottage <input type="checkbox"/>
				Multipurpose <input type="checkbox"/> Terrace <input type="checkbox"/> Cottage <input type="checkbox"/>
				Multipurpose <input type="checkbox"/> Terrace <input type="checkbox"/> Cottage <input type="checkbox"/>
				Multipurpose <input type="checkbox"/> Terrace <input type="checkbox"/> Cottage <input type="checkbox"/>

Number of Participants: \_\_\_\_\_

**Commercial:** ☐ Yes ☐ No The Town reserves the right to request proof of not for profit status

**Music:** ☐ Background Music ☐ Dancing ☐ Live singing/band ☐ No Music will be played/performed  
(Please note, SOCAN/Re-Sound fees will apply if any music is played/performed)

**Type of event -** Presentation ☐ Meeting ☐ Social Event/Party ☐ Dance/Performance ☐

**Licensed Function(liquor):** Yes ☐ No ☐ (Copy of license and smart serve certificates required a minimum of 14 days in advance of the event)

All persons booking a Town of Oakville Facility must provide proof of **Liability Insurance** or for a nominal fee, use a Town of Oakville insurance provider. Pricing will be detailed on the tentative permit based on type of event and number of attendees.

☐ Liability Insurance Provided **OR** ☐ Added to the Permit (fee applies)

**Third Party Service Provider Name:** \_\_\_\_\_ **Type of Service:** \_\_\_\_\_  
(eg. Entertainer, rented equipment, hired business, etc. must be approved by the facility, and additional requirements may apply including proof of commercial insurance.

**Email this form directly to [oakvillemuseum@oakville.ca](mailto:oakvillemuseum@oakville.ca) or fax: 905-815-5973**

## **CORE General Membership** criteria

Community Organizations in Recreation and Education (CORE) is a Town of Oakville membership-based program that offers recreational and cultural non-profit, volunteer community groups and organizations support in delivering services to the community.

The Town of Oakville values and promotes the development of culturally enriched, healthy active communities. Through the provision and facilitation of programs and services the town provides residents with the opportunity to learn new skills, meet new people, develop leadership abilities and pursue special interests.

General Membership - Intended for groups whose primary focus is delivering community support, educational or recreational activities. CORE Memberships are open to any Oakville volunteer based, non-profit community organization that meets the following criteria:

1. Provides recreational, leisure, cultural or educational activities or volunteer services.
2. Has a minimum of 85% of the organization's membership or registrants as Oakville residents. Requests for exceptions must be made in writing to the Recreation and Culture department on an annual basis. Consideration may be given to groups that serve the greater Halton Region, or to groups who require additional members to support the operation of the group. A detailed "Declared Non-Residents List" must be provided to the town. The director of Recreation and Culture or his/her designate, will make the final decision on residency exception requests.
3. Can demonstrate to the satisfaction of the town that it is capable of carrying out its objectives and its financial obligations.
4. Has demonstrated through financial documents that no member(s) of the organization receive(s) personal financial gain.
5. Adheres to the Ontario Human Rights Code and makes membership available to all Oakville residents.

To apply for CORE General Membership status;

FORM [Town of Oakville](#)

Additional information:

<https://www.oakville.ca/residents/community-group-affiliation-core.html>

<https://www.oakville.ca/townhall/ms-spr-002.html>

<https://www.oakville.ca/townhall/ms-spr-002-007.html>