



Milton Historical Society
BOOKING AGREEMENT FOR ALL GROUPS

1. All facilities are non-smoking
2. Insurance
 - All groups must show proof of general liability insurance (when alcohol is served – 2 million dollars; without alcohol – 1 million dollars).
 - Proof of insurance will be accepted as a letter from the insuring company; the following must be listed,
 - i) Coverage with or without alcohol liability;
 - ii) Date of event
 - iii) Duration of event (starting and ending times)
 - iv) Type of event
3. Deposit
 - For damages: refundable cheque of \$100.00, for events where alcohol is served; all other bookings, 25-30% of fee will be requested
 - At the time of booking, 30% of the fee is due
4. Full payment is due 15 (fifteen) days prior to the date of the event, or contract will be null and voided
5. Non sufficient fund (NSF) cheques will have an additional \$25.00 administration fee attached
6. All refunds will have a \$5.00 administrative fee deducted from the refund total
7. Cancellations
 - All cancellations must be made a minimum of 5 (five) working days prior to the date of the event, and will have a \$5.00 administrative fee deducted.
 - In the event of cancellation occurring 72 hours or less prior to the event, refund will be 50% of fee, minus the administrative fee
8. All safety procedures must be read, understood and followed at all times
9. Confirmation will be provided, with a list of all policies and procedures that are expected to be followed
10. Occupancy numbers – capacity must be followed
11. Hours of operation are 8 am to 10:30 pm, unless permission is otherwise given
12. All fees include G.S.T