

HIGHLAND VILLAGE POLICY MANUAL

3.3 - FACILITIES RENTAL POLICY

1.0 - Policy Statement

1.0.1 The Nova Scotia Highland Village Society, as the local managers of the Highland Village Museum/ An Clachan Gàidhealach on behalf of the Nova Scotia Museum, rents out space for meetings and other private functions on a fee for service basis. This policy provides Highland Village staff with a framework to ensure that when facilities are rented a balance is achieved between the needs of the renter, the experience of the visitor, and the operational requirements of the Highland Village.

2.0 - Policy Objectives

2.0.1 The objectives of this policy are to:

- ▶ provide clear guidelines to renters on rules of renting Highland Village facilities
- ▶ minimise interruptions for Highland Village visitors
- ▶ protect Highland Village (i.e. Government of Nova Scotia) assets, including buildings, grounds and artefacts
- ▶ ensure rentals are provided fairly and consistently

3.0 - Application

3.0.1 This policy applies to all individuals, groups and businesses renting space in Highland Village facilities.

3.0.2 This policy does not apply for Film/Video production. In such cases the Nova Scotia Museum's Film/ Video Production Policy takes effect.

3.0.3 This policy replaces the Church Rental Policy of the Nova Scotia Highland Village Society dated June 11, 2004.

4.0 - Policy Directives

4.1 - Malagawatch Church

4.1.1 The Malagawatch Church was built in 1874 as the Malagawatch Union Church (Presbyterian) on the shores of the River Denys Basin. The church served a primarily Gaelic speaking population descendant from Highland Scottish immigrants. In 1925, the church became a part of the newly formed United Church of Canada. In 2003, the church was relocated to the Highland Village Museum, in Iona. The church is not consecrated, nor is it any longer a part of any religious denomination. The church is available for rent from May 1st to October 31st of each year. The seating capacity of the Malagawatch Church is approx. 250.

4.1.2 The Highland Village rents out the church for weddings, holy unions, commitment ceremonies, christenings, memorial services, funerals, church services and other functions. Civil ceremonies and ceremonies from various religious traditions are most welcomed.

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- 4.1.3 The rental fee, as outlined in section 4.6 of this policy allows for two hours exclusive access (i.e .general public not permitted) to the Malagawatch Church for the function; an additional 1 hour exclusive access to the church for rehearsal on the day prior to the function (additional time beyond the one hour for the rehearsal is available for an extra fee); permission for photographs and audio/video recording in the church and on the grounds adjacent to the church; and parking adjacent to the church for the participants. Designated Highland Village staff will have unrestricted access to the building at all times. Staff will be sensitive not to intrude or interrupt the service.
- 4.1.4 Bookings must be made a minimum if two weeks in advance of the function. A meeting between Highland Village staff and the renter is required at least one week prior to the function to advise of the arrangements. In the event the function is a funeral, accommodation will be made.
- 4.1.5 All arrangements regarding the function, e.g. officiant, music, photographer, decorations, etc, are the responsibility of the renter.
- 4.1.6 As the building is part of the period presentation of the Highland Village site, contemporary decorations are to be kept to a minimum. Adhesive tape of any type, pins or other materials used to secure decorations are not permitted. In the event that decorations damage the building, the renter is responsible for the repair costs. Highland Village staff must approve the placement of decorations. As well, candles may be used only in locations as approved by and under the supervision of Highland Village Museum staff.
- 4.1.7 Guests are to be advised that the use of confetti, rice, petals, etc is not permitted any where on the museum property. In the event such materials are used, Highland Village staff will undertake cleanup of the church as required. The renters will incur any cleanup costs. Any maintenance or clean up required in the church will be carried out by Highland Village staff only. Chemical cleaners are not permitted in the building.
- 4.1.8 Alcohol is not permitted in the building or on the property, except when used as part of a religious ceremony. Staff must be advised when this is the case. Illegal drugs are not permitted on site. The RCMP will be called by staff when there is illegal use of alcohol or drugs.
- 4.1.9 Photographs may be taken inside or immediately outside the Church. If the Church has been rented for a wedding, the wedding party, their attendants, immediate family and the photographer and his/her assistant will be allowed to take pictures on the living history museum grounds (church and barn area only) within the two hour block of rental time. Photographs may be taken at other parts of the site for an additional fee. Wedding parties will not be allowed to obstruct accessibility to any other buildings (other than the Church) by Highland Village visitors.
- 4.1.10 Tents or other temporary structures are not permitted on the living history museum site. *(Please note the living history museum site refers only to the living history museum component of the Highland Village Museum. It does not include the area adjacent to the stage or visitor centre buildings).*

4.2 - The Tuning Room/Backstage

- 4.2.1 The Highland Village rents out The Tuning Room/Backstage facility for meetings and private functions.
- 4.2.2 The building has 1376 square feet of floor space with a small kitchenette. It has operable glass doors that open to create an outdoor stage. The Tuning Room is available for rent from May 1st to October 31st of each year. The seating capacity of the facility is approx. 100.

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- 4.2.3 The rental fee, as outlined in section 4.6 of this policy allows for exclusive access (i.e .general public not permitted) to the building for the function for the duration agreed upon. In the event of an evening function, the site must be cleared to enable staff to close the site no later than 12 AM (midnight). Designated Highland Village staff will have unrestricted access to the building at all times. Staff will be sensitive not to intrude or interrupt the function.
- 4.2.4 Bookings must be made a minimum of two weeks in advance of the function. A meeting between Highland Village staff and the renter is required at least one week prior to the function to advise of the arrangements
- 4.2.5 It is the renter's responsibility to contract catering for the function. Use of the Highland Village coffee machine and urns are available upon request at no extra cost. Renter is responsible to provide consumables.
- 4.2.6 The renter is responsible to remove any food or other items belonging to them or their caterers immediately following the function. All other cleaning will be carried out by Highland Village staff. The renter is responsible to pay for any damage to the building as a result of the function. Repairs will be carried out by Highland Village staff only.
- 4.2.7 The Highland Village reserves the right to restrict the presence and use of alcohol in the facility. Where the Highland Village does allow alcohol on site, the renter must obtain a Special Occasion License from the Alcohol and Gaming Division of the Nova Scotia Department of Labour and Workforce Development. Nova Scotia liquor laws must be enforced. Illegal drugs are not permitted on site. The RCMP will be called by staff when there is illegal use of alcohol or drugs.

4.3 - Visitor Centre Boardroom

- 4.3.1 The Highland Village rents out the Visitor Centre boardroom for small meetings.
- 4.3.2 The room is 384 square feet. It is available on a limited basis year round. The seating capacity of the room is 20 people.
- 4.3.3 The rental fee, as outlined in section 4.6 of this policy allows for exclusive access (i.e .general public not permitted) to the building for the meeting for the duration agreed upon. Designated Highland Village staff will have unrestricted access to the room at all times. Staff will be sensitive not to intrude or interrupt the meeting.
- 4.3.4 It is the renter's responsibility to contract catering for the function. Use of the Highland Village coffee machine and urns are available upon request at no extra cost. Renter is responsible to provide consumables.
- 4.3.5 The renter is responsible to remove any food or other items belonging to them or their caterers immediately following the function. All other cleaning will be carried out by Highland Village staff. The renter is responsible to pay for any damage to the building as a result of the function. Repairs will be carried out by Highland Village staff only.

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4.4 - Wedding Photos on Site

- 4.4.1 The Highland Village welcomes couples wishing to have their wedding pictures taken around the Highland Village site. The access is for exterior photos only. Interior photos are not permitted.
- 4.4.2 Access to the site will be provided to the couple, the wedding party, and the photographer. Vehicles are not permitted on site during operating hours.
- 4.4.3 The fee, as outlined in section 4.6 of this policy, allows for 1 hour of access to the Highland Village site for photographs. A designated Highland Village employee will accompany the party on site.

4.5 - General Directives Related to Rentals

- 4.5.1 The Highland Village reserves the right to restrict rental times and dates to allow for Highland Village programming and other operational needs.
- 4.5.2 Smoking is not permitted in or around the church, any other Highland Village buildings (period or contemporary).
- 4.5.3 Vehicles are permitted only in designated parking areas.
- 4.5.4 Camping is not permitted on the Highland Village grounds. All persons and vehicles must vacate the Highland Village property following the function at the agreed time.
- 4.5.6 The Highland Village reserves the right to refuse rentals that are not in the best interest of the site, Society or the Province of Nova Scotia.

4.6 - Fees

- 4.6.1 The schedule of rental fees are as follows:

- ▶ *Malagawatch Church*
 - ▶ Function during operating hours = \$200.00 + HST
 - ▶ Function after operating hours = \$200.00 + HST plus \$30.00/hour + HST for each hour outside operating hours
 - ▶ Extra time for rehearsal = \$30.00 + HST per hour

- ▶ *Tuning Room/Backstage*
 - ▶ Half day function (during operating hours) = \$100.00 + HST
 - ▶ Full day function (during operating hours) = \$200.00 + HST
 - ▶ Function after operating hours = Rental fee above plus an additional \$30.00/hour + HST for each hour outside operating hours
 - ▶ Function after operating hours where liquor has been approved = Rental fee above plus an additional \$50.00/hour + HST as two staff will be required.
 - ▶ *20% discount in fees for couples using the Malagawatch Church for the ceremony.*

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- ▶ *Visitor Centre Boardroom*
 - ▶ Half day function (during operating hours) = \$50.00 + HST
 - ▶ Full day function (during operating hours) = \$100.00 + HST
 - ▶ Function after operating hours = Rental fee above plus an additional \$30.00/hour + HST for each hour outside operating hours.

- ▶ *Wedding Photos*
 - ▶ 1 hour access during operating hours = \$50.00 + HST
 - ▶ 1 hour access outside operating hours = \$75.00 + HST
 - ▶ *No fee for couples using the Malagawatch Church for the ceremony.*

4.6.2 For church rentals or non-meeting functions in the Tuning Room, a minimum non-refundable deposit of 50% is required at the time of booking with the balance to be paid no later than 1 week prior to the event.

4.6.3 For church rentals, a refundable damage deposit of \$200.00 is required 1 week prior to the event. Deposit will be returned within 2 weeks of the function.

4.6.4 At the discretion of the Highland Village director, rental fees may be waived for local organisations using the boardroom or Tuning Room facilities.

5.0 - Accountability & Monitoring

5.0.1 Highland Village staff are accountable to ensure that renters are made aware of the directives of this policy, that rentals are conducted in adherence to this policy, that renters are treated fairly, that interruptions to visitors' experiences because of rentals are minimised, and that Highland Village assets are properly managed and protected.

5.0.2 Renters are accountable for adherence to this policy.

5.0.3 The Highland Village director is accountable for monitoring the effectiveness and consistent application of the policy.

5.0.4 The Board of Trustees are accountable for reviewing the policy every five years.

6.0 - References

- ▶ Film/Video Production Policy of the Nova Scotia Museum, 1996.
- ▶ Liquor Control Act, of the Revised Statutes of the Province of Nova Scotia, 1989.

7.0 - Approval

7.0.1 *The Facilities Rental Policy of the Nova Scotia Highland Village Society was approved by the Board of Trustees of the Nova Scotia Highland Village Society on 29 January 2011.*