

## Trinity St. Clair Chapel Rental Contract

Between: \_\_\_\_\_ (names)  
\_\_\_\_\_ (address)  
\_\_\_\_\_ (phone)

And: The Corporation of the Township of St. Clair

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Rehearsal Date: \_\_\_\_\_

Rehearsal Time: \_\_\_\_\_

Fee: \$250.00 (HST incl.) + \$50.00 refundable cleaning deposit

\$125.00 deposit required at time of booking

The remaining \$125.00, plus a separate cheque for the \$50.00 refundable cleaning deposit are required by

\_\_\_\_\_

## 1. History of the Church:

The first Trinity Church in Moore, commonly known as Sutherland Church, was built between Courtright and Mooretown on land donated by Thomas Sutherland. The church was erected in 1842 after a delay of 7 years, due to the 1837 rebellion. The rotting of the oak log foundation of this church in the early 1860's necessitated the building of a new church. Mooretown was chosen as the site for this new church. Mrs. James Baby donated the land on the corner of Pulteney and Napoleon streets and she laid the cornerstone on May 25, 1863. In 1918, the tall steeple of this church was hit with lightning, causing the church to burn to the ground.

The Trinity church that is now Trinity St. Clair Chapel was built in 1919 on the site of the preceding church. The windows in this building were saved from the 1863 church. In the early 1980's the declining size of the congregation led to the closing of Trinity Anglican Church. It was subsequently used as an artist's studio. In October of 1998 the church was moved to its present location. Following the renovations, it was re-named Trinity St. Clair Chapel. A service for the blessing of the chapel was held on July 30, 2000.

Many of the furnishings, including the altar (communion table), altar rail, chairs in the altar area and one of the lecterns are from Trinity Church. The pews were donated by Christ Church, Ouvry. The pulpit was donated by St. Andrew's Presbyterian Church, Mooretown. The other lectern was donated by Sombra Anglican Church.

## 2. Rental Fee:

The rental fee for use of the chapel for weddings is \$250.00. This fee includes up to 2 hours for the rehearsal and decorating, and up to 2 hours for the service. These use times must end by 9:00 p.m.

## 3. Payment and Refunds:

A deposit of \$125.00 is required at the time of booking. The remaining payment must be received 30 days prior to the rental date. Up to 30 days before the rental date, a refund of fees, minus a \$15.00 administrative charge, will be made upon request by the Renter(s). No refund will be made for cancellations made less than 30 days prior to the rental date. Payments may be made by cash, cheque, VISA or MasterCard. The charge for NSF cheques is \$25.00.

## 4. Staffing:

A Moore Museum staff member or volunteer will be present during the rehearsal and wedding/service to look after your requests, answer your questions, to ensure that visitors do not interrupt your service and to ensure the protection of the historic building and furnishings.

#### 5. Parking:

Parking on-site is restricted to the main parking lot and the area along the F. E. Shaw Exhibition Hall driveway. Overflow parking is available along the street; however, we ask that guests be considerate of neighbours when they park.

#### 6. Wheelchair Available:

A wheelchair is available for use free of charge on the site. Please ask the museum staff person on duty if you wish to make use of it.

#### 7. Public Access to the Chapel:

Before the service, a sign indicating that the chapel is closed for a wedding will be posted to restrict public access for the two hours of rental use.

#### 8. Access to the rest of the Museum Site:

Access will be permitted to the Main Building to allow the wedding party and guests the use of the washrooms. The rental fee does not include general admission to all of the site.

#### 9. Confetti:

Renters must leave the rented space in the same condition as it was provided. Confetti, rice, rose petals, bird seed, etc. may not be thrown inside the chapel or outside. If thrown, the \$50.00 cleaning deposit will not be returned.

#### 10. Decorations and Flowers:

The chapel is an historic building and we ask that it be respected accordingly. Decorations may be affixed only with plastic covered wire or pipe cleaners. No nails, pins, tacks, tape or staples may be used. Fresh flowers may be placed only on the two flower stands provided for that purpose. All decorations must be removed immediately after the rental.

#### 11. Candles:

Candles are permitted only in holders approved by the Museum. Only dripless candles are permitted.

## 12. Furniture:

The pews in the chapel will seat 70 people comfortably. The furniture pieces in the chapel are all antiques and must be treated as such. They may not be moved without the permission of the Museum staff person on duty. The only thing allowed on the organ is the organist's music. The bell in the bell tower may be rung by a member of the renting party, with due respect for the neighbours.

## 13. Music:

The pump organ is available for use by the organist with Museum approval. Any other musical instruments are the responsibility of the renting party to supply.

## 14. Photography:

Photography is permitted inside and outside the chapel. Wedding parties may also use the exteriors only of the other historic buildings on the site, provided the historic nature of these buildings and the presence of other visitors on the site are respected.

## 15. Smoking:

Smoking is not permitted in or near the chapel or any other building on the site.

## 16. Alcohol:

Alcohol is not permitted on the site, except as part of church ceremony.

## 17. Food and Drink:

No food or drinks are allowed in the buildings.

## 18. Responsibilities of the Renting Party:

The following is the responsibility of the renting party:

- minister
- flowers/decorations
- organist
- wedding register

## 19. Liability:

The Renter(s) will indemnify and save harmless Moore Museum, the Corporation of the Township of St. Clair and their employees/volunteers from any and all actions, suits,

claims and demands which may be brought against or made upon the Municipality, Moore Museum or their employees/volunteers, and from any and all losses, costs, claims for damages, charges or expenses which may be incurred, sustained or paid by the Municipality in consequence of the rental of the chapel or otherwise by reason of the exercise of the Renter(s) or the Renter(s) invitees, howsoever arising, of the permission hereby granted.

The Renter(s) in addition grant(s) to the Corporation of the Township of St. Clair the full power and authority to settle any such action, suits, claims and demands on such terms as the Corporation of the Township of St. Clair may deem advisable and hereby covenants and agrees with the Corporation of the Township of St. Clair to pay to the Corporation of the Township of St. Clair on demand all moneys paid by the Corporation of the Township of St. Clair in pursuance of such settlement and also such sum as shall represent the reasonable costs of the Corporation of the Township of St. Clair or its Solicitor in defending or settling any such actions, suits, claims or demands.

This will certify that I have read the above contract and agree to abide by all the conditions contained therein.

\_\_\_\_\_  
Bride Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Groom Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Curator, Moore Museum,  
Corporation of the Township of St. Clair

\_\_\_\_\_  
Date