



## **Lutz Mountain Heritage Foundation Inc.**

3143 Mountain Road  
Moncton, NB E1G 2X1  
Phone: (506) 384-7719  
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# LUTZ MOUNTAIN MEETING HOUSE

## Rental Policy

1. The Lutz Mountain Meeting House Rental Policy reflects the desire of the Lutz Mountain Heritage Foundation Inc. to integrate public access by having the building and grounds open to community citizens as well as non-profit and corporate groups. The users may utilize the rental space for weddings, celebrations, meetings, workshops or special functions.
2. The use of the Lutz Mountain Meeting House is a privilege and should be considered as such by the users. Therefore, the Lutz Mountain Heritage Foundation Inc. will determine which users and type of activities will be permitted in the Meeting House or grounds and the Foundation's decision is final. The Lutz Mountain Heritage Foundation's Executive Director administers the rental schedule and therefore must approve all rental requests.
3. Any changes or additions to the interior or exterior of the Meeting House or grounds such as posting signs, mounting flags, erecting displays, moving furniture, attaching or removing items from walls, benches, windows, etc. are strictly prohibited without prior approval of the Executive Director.
4. The Lutz Mountain Meeting House capacity at one time is a MAXIMUM of 100 people.
5. Fees: Effective January 1, 2018
  - Hourly
    - Corporate - \$25.00/hour.
    - Not-for-profit - \$20.00/hour.
    - Members – 10% discount. \$18.00/hour.

- Daily – Based on 9 hours. ie 8:00am to 5:00 pm; After 9 hours, hourly rates take effect:
    - Corporate - \$200.00/day;
    - Not-for-profit – 150.00/day
    - Members – 10% discount. \$135.00/day
  - Wedding Package - \$300.00 package fee
    - \$25.00 non-refundable deposit is required at time of booking. The balance is due on the date of the event.
    - Includes Ceremony time, 2 hours for Rehearsal, 2 hours for Photography and access for wedding guests to visit the other Museum areas during photography time after the Ceremony.
    - Confetti, rice, bubbles or any other similar substance is NOT permitted inside the building. Only bubbles are permitted outside.
    - The Meeting House must be decorated at the time of the rehearsal or during the regular hours of the Museum. Decorating Recommendations:
      - Flower arrangements in containers may be used for decorating.
      - Candles are permitted provided that they are in a suitable container or a table covering is used to prevent wax from dripping on to the furniture.
      - Ornaments may be hung from existing nails. It is strictly prohibited to add new nails.
      - When decorating, the following is NOT permitted: electrical tape, duct tape, mac tac, nails or tacks of any kind.
  - Photography Location - \$25.00 per hour.
  - Kitchen - \$ 50.00 for the use of equipment such as dishwasher, stove, fridge, oven, heating oven and/or dishes. Preparation of food not involving these items, no charge.
  - Projector and Screen - \$30.00/day;
  - \$25.00 non-refundable deposit is required at time of booking. Balance is due day of event.
6. All cheques for rental must be made payable to the **‘Lutz Mountain Heritage Foundation Inc.’** and can be mailed to the address above. Payment by cash or cheque can be made in person at the Meeting House during regular hours.
  7. All groups requesting the use of the Meeting House are required to sign the attached Rental Form.
  8. The Executive Director must grant approval for materials such as televisions, VCRs, projectors, etc. that are brought into the building. This will ensure that the preservation of the building is maintained to its current condition. All electronic equipment must be in good condition and must be ULC listed or CSA approved.
  9. There will be a Lutz Mountain Heritage Foundation Inc. representative, volunteer or staff member in attendance at every event..

10. The user group is responsible for leaving the rental space in the original condition found. If the group prefers to have the space cleaned following their event, a nominal fee of \$50.00 will be charged
11. Smoking is strictly prohibited inside the Lutz Mountain Heritage Museum building.
12. The user agrees to accept all responsibility and liability for all damages, injuries, afflictions or conditions occurring on, in or to the Lutz Mountain Heritage Museum premises and / or to any person, persons or property of any person or persons at, on or in the Lutz Mountain Heritage Foundation premises during the course of the event concerned, whether as a direct or indirect result of anyone or anything associated with the event concerned.
13. The Lutz Mountain Heritage Foundation Inc., its Directors, members, trustees, their heirs and successors according to law, individually or collectively, will not be responsible or liable, in any way or manner, for any damages, injuries, afflictions or conditions occurring on, in or to the Lutz Mountain Heritage Museum premises and / or to any person, persons or property of any person or persons at, on or in the Lutz Mountain Heritage Museum premises during the course of the event concerned, whether as a direct or indirect result of anyone or anything associated with the event concerned.
14. The rental group shall ensure that all fire exits of the premises are kept free from obstructions.

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## Lutz Mountain Meeting House Rental Form

Group Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Address: \_\_\_\_\_

\_\_\_\_\_ Postal Code: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Time of Event: \_\_\_\_\_

Other Details: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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I certify that I have received, read and agree to the conditions and stipulations of the Lutz Mountain Meeting House Rental Policy.

\_\_\_\_\_

Dated this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Accepted by Executive Director

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