



  
JOSHUA CREEK  
HERITAGE ART CENTRE

# RENTING OUR VENUE

CORPORATE EVENTS | WORKSHOPS | WEDDINGS  
| PARTIES & RECEPTIONS

A lush garden scene with a stream, trees, and flowers. The background shows a stream flowing through a green landscape with various trees and foliage. In the foreground, there are several large, pink and white peonies in full bloom. To the right, a white folding chair is visible on a grassy area, and a wooden post with a flower arrangement stands nearby.

## AN OASIS STEEPED IN HISTORY

Joshua Creek Heritage Art Centre is an urban oasis that is situated on 14 acres of conservation land. The 1852 barn has been converted into an art gallery to serve as a gathering place for guests to enjoy a beautiful, natural, historic setting.

The barn gallery is available for you to create your own customized event. It offers 2,600 square feet for events up to 70 people. Rental of this venue includes private access to the 1st of the gallery, as well as the grounds.

The gallery hosts a range of exhibitions throughout the year, featuring carefully selected works by local emerging artists. The gallery is wheelchair accessible and you can customize your event by setting up tables and decor your own way.



# ABOUT THE VENUE



The inviting foyer entrance has a welcome desk which can be used for your event. The porch room is a seating area just off the main gallery, it is a perfect space for buffet food service or a cocktail reception

The commercial kitchen includes three warming ovens and a large fridge for your caterers to use. The porch is a lovely spot to sit in the shade and take in the beautiful natural surroundings.

The breathtaking gardens and expansive meadows provide a picturesque atmosphere for your event. The valley and creek are home to a variety of wildlife and the gazebo is a perfect spot to exchange vows, with its gorgeous views of open fields and trees.

**See page 8 to view the floor plan**



# FEATURES OVERVIEW



## Included in Your Rental

- Gallery main floor and grounds for up to 50 people per event\* *see page 4 as different events vary in capacity*
- Kitchen with 3 ovens, fridge and serving area
- Microphone and speakers, overhead speaker system, 55" TV
- 70 chairs
- Tables: Six 8'x3', Two 6'x3', Two 4'x3', Two 6'x2'
- Event Supervisor
- 2 Easels, 1 Podium
- Parking for up to 65 cars

## Reservations

Please contact us at 905-257-4730 or [info@joshuacreekarts.com](mailto:info@joshuacreekarts.com) to inquire about availability. To hold your date, please provide the following:

- 50% deposit: the total is based on the number of hours you need. Payable by cash, cheque to Joshua Creek Heritage Art Centre, or e-transfer to [info@joshuacreekarts.com](mailto:info@joshuacreekarts.com).
- \$500 security deposit cheque, dated the day of your event, payable to Joshua Creek Heritage Art Centre. This will be returned after the event, provided there is no damage or breach of contract.
- [Rental Application Form](#)

## Not Included

- Table linens, dishes, utensils: you will need to rent these items
- Food or drinks: you can hire a caterer or bring your own
- Short Term Event Insurance\* *see page 6*
- Liquor License & Party Alcohol Liability Insurance\* *see page 6*
- Cleaning services \$200

## Please Note

- Rental time must include setup and tear-down time
- The gallery must be left as clean as it was found
- JCHAC does not provide setup and cleanup of tables and chairs
- Artwork in the gallery is not to be touched, moved or covered
- Entire meals are not to be cooked in our kitchen
- A certified Smart Serve bartender must be used to serve alcohol
- We do not charge a corkage fee
- No smoking except for designated smoking area outside
- No decor on gallery rafters or walls (tables and floors only)
- Decor on gazebo is permitted
- No alcohol past the patio
- No glassware outside
- If you exceed the agreed upon amount of people, you will be charged \$50 dollars a head.



## EVENT PACKAGES

### Corporate Event Package

**\$80.00 per hour**

Total rental time needs to include setup and tear-down  
JCHAC does not provide setup and tear-down services

**Maximum 20 people per rental**

### Wedding Package

**\$3,500.00**

15 hours rental and exclusive use of the gallery:

FRI - 6:00pm - 9:00pm setup

SAT - 3:00pm - 1:00am event\*

SUN - 8:00am - 10:00am cleanup

Additional time \$125/hr\*

Wedding rehearsal is a separate reservation \$125/hr

JCHAC does not provide setup and tear-down services

Includes cleaning of floors, kitchen, washrooms

**Maximum 70 people per rental**

### Parties & Receptions Package

**\$200.00 per hour**

Total rental time needs to include setup and tear-down  
JCHAC does not provide setup and tear-down services

**Maximum 70 people per rental**

### Photoshoot Rental

**\$80.00 per hour**

Total rental time needs to include setup and tear-down. JCHAC  
does not provide setup and tear-down services. Clients have  
access to the gallery and the gardens for their photoshoot.



\*Venue is closed and locked at 1:00am

\*Mandatory cleaning fee for rentals



# ADDITIONAL SERVICES & FEATURES



JCHAC offers a wide range of activities, art workshops and holistic courses to go along with your event. These workshops are highly customizable. Email [info@joshuacreekarts.com](mailto:info@joshuacreekarts.com) for more information.

## Watercolour Printmaking

\$25.00 per person

A perennial favourite of Joshua Creek Heritage Art Centre. Whether you are a seasoned artist or wanting to learn a new technique, you will be fully engaged as you discover the art of learning through play.



## Yoga

\$30.00 per person

This gentle Hatha Yoga taught by one of our partnering instructors will improve mobility while connecting movement to breath for ease and energy.



## Meditation

\$30.00 per person

Meditation is a grounding practice which helps you to know yourself better, appreciate yourself and others more, and allows you to be more relaxed. Follow one of our mindfulness instructors as they guide your event through a meditation practice of your choice.



## Music Drum Circle, Mo Guzman

\$25.00 per person

Mo Guzman has a gift of raw vulnerability that transcends his audience in a unforgettable experience. He caters to all types of occasions from weddings, festivals and corporate events to intimate community gatherings.



# ADDITIONAL INFORMATION



## INSURANCE

Short term event insurance is required for all events.

Go to [palcanada.com](http://palcanada.com) for more information.

## ALCOHOL

If alcohol is offered at you event, you will need to obtain the following:

- Liquor license must be posted in the kitchen on the day of your event. Go to [www.agco.on.ca](http://www.agco.on.ca) and search for Special Occasion Permit
- If serving alcohol, you must obtain Party Alcohol Liability Insurance for \$2 Million. Go to [palcanada.com](http://palcanada.com) for more information.
- A certified SmartServe bartender must be hired to serve alcohol.

## CATERING

You can hire any caterer for your event. Food trucks are also welcome.

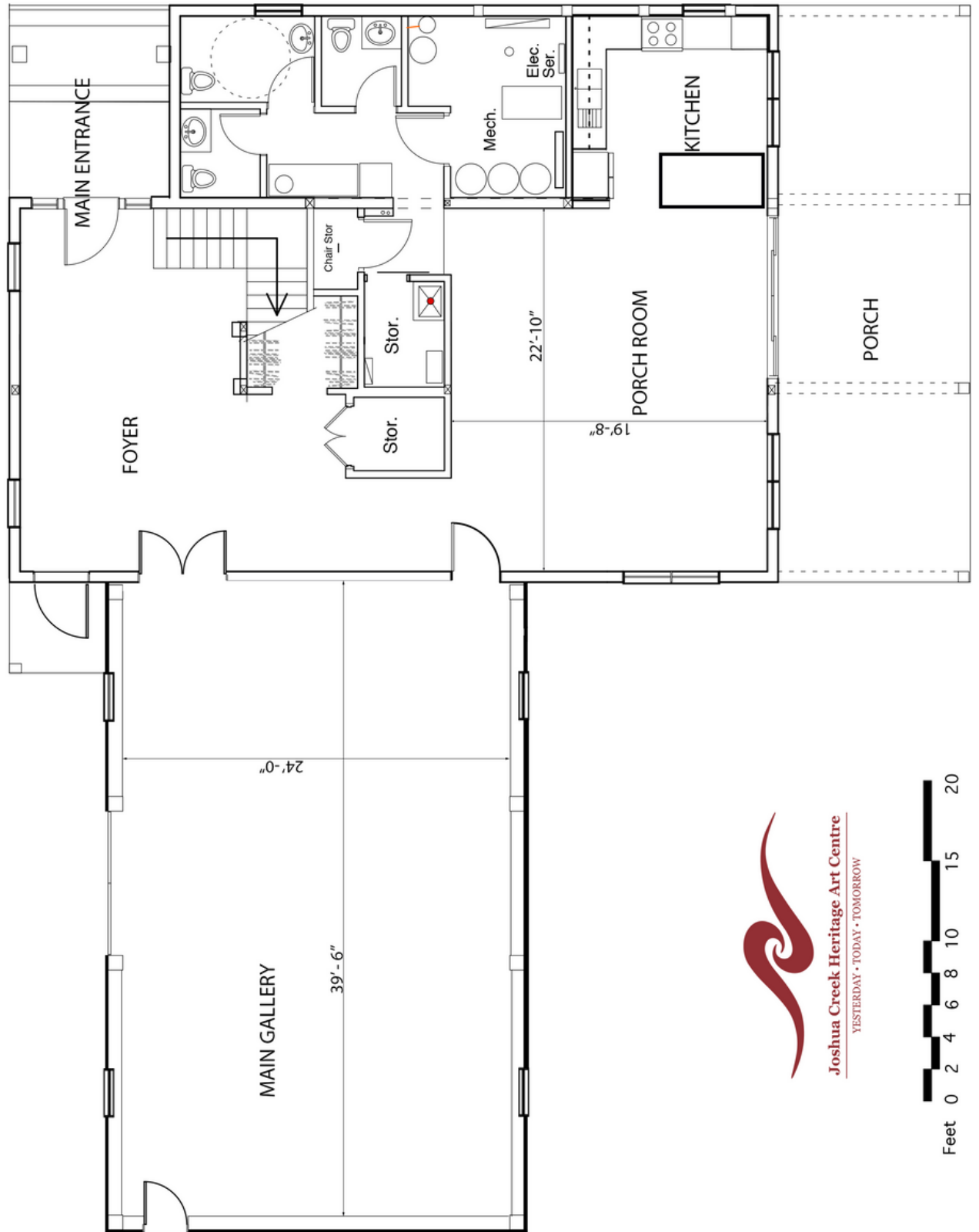
## RENTALS

You can hire any rental company for your event. We recommend:

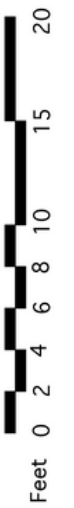
- Higgins Event Rentals | [higginseventrentals.com](http://higginseventrentals.com) | 905-815-8720
- Pat's Party Rentals | [patspartyrentals.net](http://patspartyrentals.net) | 905-333-3034

As per requirements of Halton Region, you must ensure that the caterer of your event is certified. You must also disclose information of the caterer prior to your event date.

# FLOOR PLAN



**Joshua Creek Heritage Art Centre**  
YESTERDAY • TODAY • TOMORROW







# FREQUENTLY ASKED QUESTIONS



## Where should we drop off the chairs, tables, and linens?

Rental items can be left on the covered porch 1 or 2 days before your event.

## Can I decorate the gallery and gazebo?

You may decorate the tables and gazebo. Artwork must not be touched, moved or covered up. Ask us if you'd like to know which exhibition will be on display during the time of your event.

## Are candles permitted?

No candles are permitted, however you may use battery operated lights.

## Are chafing dishes allowed?

Yes, if they are monitored by the caterers at all times.

## Can we use the fire pit?

Due to safety restrictions, the fire pit is not to be used.

## Can I take photos on the property?

You can use any part of the first floor of the gallery and the grounds for photos.

## Can we use the wading pool?

No, guests are not permitted to use the pool. Please do not allow anyone to throw items into the pool (i.e. rocks, sticks).

## Can my guests use the labyrinth?

Yes, the labyrinth is available for all guests during daylight hours, provided they sign the waiver that is provided.

## Can I put up a sign or balloons at the top of the driveway?

Yes. Please be sure to take them down after your event.

## Are there electric outlets outside?

There are two outdoor outlets on the patio wall.

## Are there enough parking spaces for my guests?

We have parking for approximately 65 cars. There may be fewer spaces during snowy weather.

## Will I receive help setting up for my event?

We are not responsible for helping set up your event. Please ensure you bring or hire helpers. We will be available if you have any questions or concerns.

## Can I hang lights and decorations from the rafters in the gallery?

No, you may not hang items from the rafters or the origami art display.

## Will someone from JCHAC be present at my event?

Yes, our Event Supervisor will be available for the duration of your event.



# TERMS & CONDITIONS

- The renter must be at least 18 years of age to rent our facilities.
- Reservations are accepted on a first-come, first-served basis only.
- A signed Rental Application and 50% rental deposit are required to reserve a date. We accept cash, cheques, debit, e-transfers and credit card. E-transfers can be sent to [info@joshuacreekarts.com](mailto:info@joshuacreekarts.com). Deposits are 50% of the total rental fee. A \$500 security deposit cheque is also required at the time of booking. The cheque, dated for the event date, will be returned after the event provided there is no damage or breach of contract.
- Rental deposits are transferable to another date if available. After 10 days, all deposits are subject to the cancellation policy. The Security Deposit cheque will be returned within 21 days after the event, less any charges for damage or other costs incurred by Joshua Creek Heritage Art Centre (JCHAC) due to failure of Renter to abide by the policies stated herein, including alcohol, timing, food and safety. If any damage or theft occurs to the property, the Renter will be responsible for the entire amount even if it exceeds \$500.
- The gallery may remain open during the setup time of your event; however, it will be closed to the public during your start and end times as specified in your contract, unless arranged otherwise.

## CANCELLATION POLICY

### Parties, Receptions & Corporate Events

- 6 months or more prior to event: 100% refund, minus \$100 administration fee
- 11 to 30 days prior to event: loss of deposit
- 10 days or less: no refund
- All artwork is not to be touched, moved, or covered up. The Renter is aware that the subject matter and style of the artwork changes every 2 months and may or may not match the taste or décor of the Renter. No decor is permitted on gallery rafters or walls (tables and floors only). Decor on gazebo is permitted.
- Photos are allowed to be taken inside and outside the gallery.
- Burners are allowed for warming of food, provided they are monitored by staff at all times. Candles and open flames are not permitted on the property. Battery-operated candles and lights are permitted. Absolutely no outdoor fires on the property.



- JCHAC 's interior is a smoke-free facility. There is a designated smoking area outside the gallery by the bench near the accessible parking.
- The Renter and/or Catering services may not use the kitchen for cooking large meals. The kitchen can be used for warming and serving food only.
- Children must be supervised at all times on JCHAC property. The Renter is responsible for monitoring the activities of children, especially in and around the water, meadow and bee hives.
- No pets are allowed on site unless otherwise approved by JCHAC. The exception is service animals.
- The gallery is wheelchair accessible, with a ramp to the porch room and accessible washroom.
- Please note there are beehives on the property that are not to be touched.
- The Renter understands that all attendees and hired staff of their function, including DJs, band members, caterers, bartenders, etc., must vacate the premises by the time indicated on the contract.
- All rental items must be picked up before noon on the Monday following the event.
- We do not provide table linens or tableware, food or drinks.
- The Renter is responsible for returning all JCHAC equipment to its storage locations. All JCHAC chairs must be returned to the chair carts. No indoor furniture is to be left outside. In the event that they not returned to its original storage locations, left outside or damaged, all or a portion of the security deposit may be retained.
- JCHAC services do not provide setup or clean up of tables, chairs, and decor. Cleaning fee includes the clean up of floors, kitchen and washrooms after the tables, chairs, food and accessories have been removed. Cost of cleaning service is \$200 (mandatory fee for all rentals).
- All amplified music must stop no later than 11:00pm outside and 11:30pm inside.
- If the Event Supervisor deems music is too loud, they will advise the renter to turn down the volume.
- If anything other than toilet paper and natural waste goes down the toilets, the Security Deposit will be used to cover damages to the septic system.
- Fees that are not included but required are Short Term Event Insurance, and if serving alcohol, a Liquor License and Party Alcohol Liability Insurance. For quotes, please visit [www.palcanada.com](http://www.palcanada.com). The Renter must purchase Insurance in the amount of at least \$2 million.
- JCHAC does not charge a corkage fee.
- The Renter must obtain a valid liquor license from the LCBO. This license must be on site during the event. The person responsible for obtaining the liquor license must remain on the premises for the duration of the event while liquor is being served.
- No alcohol is permitted past the patio doors. No glassware is permitted outside of the building beyond the kitchen outdoor patio.
- On-site parking is included in the rental and can accommodate up to 65 cars. Parking is at the risk of the event guests; JCHAC assumes no responsibility for vehicles or contents.
- No confetti or sparklers are permitted. Bubbles are only permitted outdoors.
- Fireworks or any pyrotechnics are not permitted on the premises.
- The Renter must remove all food, supplies, garbage and recycling on the day of the event unless prior arrangements have been made with JCHAC.
- The Renter is limited to 6 bags of garbage, which must be placed in the dumpster adjacent to the parking lot. The lid and doors to the dumpster must be kept closed.
- Access to the second floor is not permitted.
- The gallery must be left as clean as it was found. Rental items must be left on the patio for pickup.
- Ontario Health & Safety Guidelines and JCHAC Health & Safety Policy are posted behind the front desk.

Please take note of the following safety guidelines

- First Aid Kit is on the window sill in the kitchen
- Fire Extinguishers are located throughout the building
- We have a high-tech Smoke and Fire Alarm system
- Children must be monitored at all times due to safety risks, especially outdoors
- Use of the pool is prohibited
- The road and bridge to the labyrinth are closed at dusk
- If there is a fire that is extinguishable, please use the fire extinguisher -- if it is not, vacate the premises immediately and call 911. In case of injury or other emergency, call 911

- The Renter assumes all responsibility for the conduct of those attending the event and for any misuse or damage to JCHAC property or artwork.
- JCHAC is a natural country environment, with gravel driveway and paths, potholes, creeks and ponds. We are not responsible for injury or damage. The Renter does hereby release and forever discharge and hold harmless JCHAC, its affiliated organizations and its successors, and assigns, from any and all liability, claims and demands of whatever kind of nature, either in law or in equity, which arises or may hereafter arise from the Event. The Renter understands that this Release discharges JCHAC from any liability or claim that the Renter may have against JCHAC with respect to any bodily injury, personal injury, illness, death or property damage that may result during the Event at the JCHAC whether caused by the negligence of JCHAC or its affiliated organizations, officers, directors, employees or otherwise.

- As per requirements of Halton Region, you must ensure that the caterer of your event is certified. You must also disclose information of the caterer prior to your event date.
- JCHAC is not responsible for loss or damage to personal property or for injury due to negligence.
- The information submitted on the Rental Application is for internal use only and will not be disclosed or sold to third parties.
- In the event of extreme weather conditions and the gallery must be closed, JCHAC will reach out to the renter prior to the closure and reschedule the event.  
**A breach of one or more of these terms will result in the forfeit of the Security Deposit.**



## JOSHUA CREEK HERITAGE ART CENTRE



# RENTAL APPLICATION

Type of Event \_\_\_\_\_ Event Date \_\_\_\_\_ # Guests \_\_\_\_\_

Renter's Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Email \_\_\_\_\_

Mailing Address \_\_\_\_\_

Time of Actual Event \_\_\_\_\_ to \_\_\_\_\_

Total Rental time including Setup & Cleanup \_\_\_\_\_ to \_\_\_\_\_

### Please Select the following:

- COLLABORATIVE WORKSHOPS Total # of hours \_\_\_\_\_ COST= 30/70 split of Revenue with minimum of \$80 TOTAL \$ \_\_\_\_\_
- PARTY Total # of hours \_\_\_\_\_ x \$200.00 + \$200 cleaning fee = \$ \_\_\_\_\_
- CORPORATE EVENT Total # of hours \_\_\_\_\_ x \$80.00 + \$200 cleaning fee = \$ \_\_\_\_\_
- WEDDING (max 50 people) Wedding Package 15 Hours, including cleaning services = TOTAL \$3,500.00
- PHOTOSHOOT RENTAL Total # of hours \_\_\_\_\_ x \$80.00 = \$ \_\_\_\_\_

Will you be serving alcohol?\*  Yes  No  Maybe Do you require a microphone?  Yes  No  Maybe

*\*Please see page 6 for alcohol service requirements*

Do you require tables and chairs?  Yes  No  Maybe Do you require our TV screen?  Yes  No  Maybe

Will you be renting from third party vendors? Includes catering, equipment, furniture, etc.  Yes  No  Maybe

*JCHAC must be informed 24 hours in advance of any drop-offs from said third party vendors*

Notes \_\_\_\_\_

## AGREEMENT

I have read, understood and accept the TERMS & CONDITIONS outlined for the rental property of Joshua Creek HeritageArt Centre (JCHAC).

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

### For Office Use

RENTAL DEPOSIT \$ \_\_\_\_\_ DUE \_\_\_\_\_ DATE REC'D \_\_\_\_\_  CASH  CHEQUE  
 CREDIT  E-TRANSFER

SECURITY DEPOSIT \$ \_\_\_\_\_ DUE \_\_\_\_\_ DATE REC'D \_\_\_\_\_  CASH  CHEQUE  
 CREDIT  E-TRANSFER

BALANCE PAYMENT \$ \_\_\_\_\_ DUE \_\_\_\_\_ DATE REC'D \_\_\_\_\_  CASH  CHEQUE  
 CREDIT  E-TRANSFER

- EVENT INSURANCE  ALCOHOL LIABILITY INSURANCE OBTAINED  LIQUOR LICENCE OBTAINED
- SUPERVISOR CONFIRMED  SUPERVISOR CHECKLIST COMPLETED  RENTAL TIPS SENT