

# Weddings and Facility Rentals



# Welcome!

*Thank you for considering the Mill of Kintail for your upcoming event. This document provides information regarding the site, the services provided, and other information you will need to help make your event a success!*

## Open to the Public Year-round

*Renting space at the Mill of Kintail does NOT provide exclusive use of the site. MVCA will limit access to your rental space for the duration of your rental period.*

## How to book your Rental

Contact Mississippi Valley Conservation Authority head office to inquire about facility availability and wedding bookings.

- Obtain a rental request form at [mvc.on.ca](http://mvc.on.ca)
- Completed online forms are auto submitted to [mok@mvc.on.ca](mailto:mok@mvc.on.ca)
- Call MVCA 613-253-0006, ext 1; available Monday through Friday 8:30AM– 4:30PM

## Location & Description

**Mill of Kintail is located at 2854 Ramsay Concession 8, Almonte Ontario.**



Situated on 154 hectares amidst field, forest and the Indian River. Explore year-round the six kilometers of trails on this heritage property. The Mill of Kintail boasts a number of picnic areas, a large covered picnic shelter, and education centre adjacent to a playground and basketball court. Visit the R. Tait McKenzie and Dr. James Naismith Museum in the summer months to learn about the two national historic figures. The historic gatehouse is available to rent for your next meeting or gathering. The beautiful cloister area hosts weddings throughout the year.

### Table of Contents

Welcome! .....	1
Open to the Public Year-round .....	1
How to book your Rental .....	1
Location & Description .....	1
Rental Spaces.....	2
The Gatehouse.....	2
Cloister Area Weddings .....	2
Picnic Shelter .....	2
Education Centre .....	2
On-site Services .....	3
Furniture .....	3
Parking .....	3
Exterior Electrical Outlets .....	3

## Rental Spaces

### The Gatehouse

- Maximum occupancy of 40 people.
- Conference/meeting room.
  - Includes access to 6 - 2' x 6' tables, 4 - 4 x 4ft tables, tables on wheels and 40 chairs.
- Kitchen
  - Includes use of kettle, coffee maker, microwave, stove and fridge.
  - \*Renters are responsible to bring their own cutlery and any other kitchen items required.
- Indoor accessible washrooms.



### Cloister Area Weddings

- Maximum occupancy of 150 people.
- Use of the picnic shelter – seats 60 people.
- Use of the site grounds for photographs.
- 100 folding white chairs.
- Wedding rehearsal to be organized with the site supervisor.
- Access to outdoor public washrooms.



### Picnic Shelter

- Occupancy for 8 picnic tables seating 4-6 people per table or 60 patrons comfortably.
- Access to outdoor public washrooms.

### Education Centre

- Maximum occupancy of 30 people.
- Unheated portable classroom.
- 6 tables and 12 benches suitable for age 12 and younger.
- Standard refrigerator.



## On-site Services

### Furniture

- MVCA will set up and take down folding chairs and any other furniture supplied by MVCA per the rental agreement.
- All other furniture items are to be tidied up by the Renter.

### Parking

- 10 parking spaces are included with each rental; these parking spaces are in the main parking lot.
  - Accessible parking is available at the round-about for vehicles with accessibility permits.
- Overflow parking available in front field.
- Street – no shoulder parking permitted near entrance.
- No parking is permitted outside of designated parking lots except for loading and unloading.
- Facility rental **does not** provide free parking for your guests.
  - Day use parking (\$7 per vehicle) can be paid at the meter.
  - Pre-paid parking available for your guests – inquiries sent to [mok@mvc.on.ca](mailto:mok@mvc.on.ca)
- The client agrees to take full responsibility for the safe management of parking at the Mill of Kintail and for any damage that occurs as a result of their management of event parking.

### Exterior Electrical Outlets

Exterior electrical outlets are located inside both the cloister and the picnic shelter areas – for use as part of your rental agreement.

### Public Washrooms

- 1 flush toilet by the bridge.
- 4 outhouses at the cloister area parking lot.

### Hours of Operation/Use

- 7AM to 11PM-dependent upon rental space and staff availability.
- Rental period must allow for site set-up, break-down, and clean-up by the Renter, caterers, and any other third-party service providers.
- Service providers may be turned away if they arrive on location prior to the contracted time.



## Event Management

### Site Decorations, Set-up & Clean-up

- All site decoration, set-up, break-down, and clean-up of the rental space are the responsibility of the Renter. This includes the removal of all drink and food containers, catering equipment, decorations, and garbage.
- Rice and confetti are not permitted at this site. Birdseed is a natural alternative that is allowed.
  - If decorations or displays are required, they shall only be erected using products that do not leave a mark. No staples, scotch tape, thumbtacks, push pins, duct tape, screws nor nails may be used.



### Outside Catering

Outside caterers are permitted if approved in the rental agreement. Any requirements of your caterer must be identified in writing at the time of booking and are subject to MVCA availability.

### Alcohol

Alcohol is allowed where it is approved in the rental agreement, and with demonstrated proof of Special Occasions Permit (SOP) and liability insurance on the day of the event. Smart Serve Certification is suggested. You can find more information here:

<https://www.agco.ca/alcohol/special-occasion-permits-private-event>

- No fires of any sort are permitted at the conservation area.
- No open flame nor candles permitted.
- No fireworks permitted.

### Smoking

- No smoking permitted within 20 meters of any building per the *Smoke Free Ontario Act*.
- All cigarette butts must be collected and removed from the site.

### Event Insurance

*Please note that liability insurance is required for **all rentals**. Renters are responsible to provide proof of liability insurance to MVCA.*



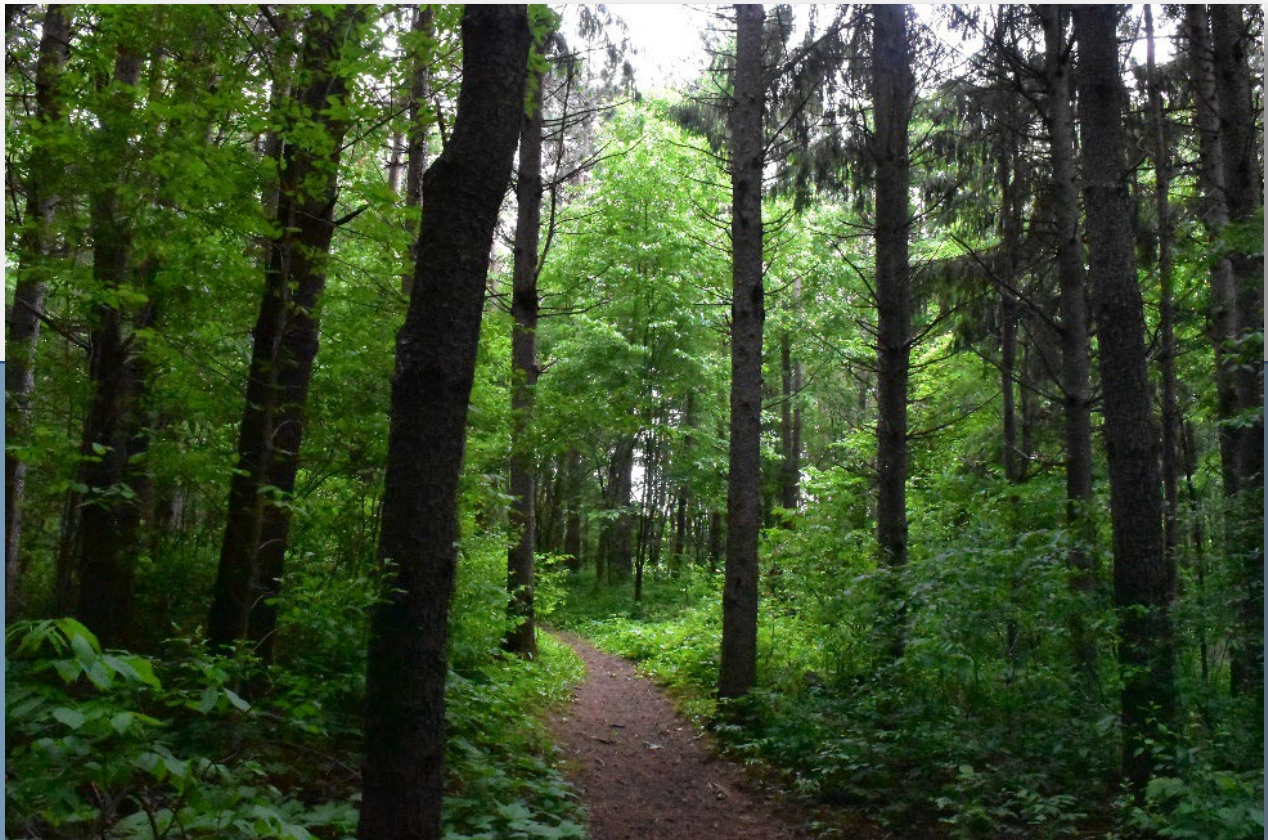
## Event Security

The Renter is responsible for ensuring that occupancy limits are not exceeded, for ensuring the safety and welfare of intoxicated guests and underage children, for any property damage and other harm that may arise from the event rental, and for providing private security suitable for the size and nature of the event if needed.

## Laws & Regulations

The Renter and their guests are responsible for ensuring compliance with any applicable laws and regulations and permit or licencing requirements. This includes, but is not limited to:

- Rules of Conduct in Conservation Areas (Ontario Regulation 688/21)
- The Noise By-law (By-law No. 2004-253)
- The Smoke-free Public Places By-law (By-law No. 2001-148)
- The Animal By-law (By-law No. 2003-77)
- The provisions of the Municipal Alcohol Policy
- All Liquor Control Board of Ontario (LCBO) regulations
- Health Guidelines for Special Event Food Operators



## Pricing & Bookings

### Facility Rental

Pricing is based upon the following:

- Scope of areas booked (each rental facility is subject to a separate charge)
- Duration (minimum half-day rental)
- Nature of organization:
  - Standard Rental
  - Registered Not-for-profit
  - Community group

See the current pricing and definitions attached.

### Security Deposit

- A refundable security deposit is required to reserve your rental.
  - \$250 with no alcohol
  - \$500 with alcohol
- The security deposit and any remaining fees are due:
  - 90 days prior to the event for Cloister area weddings; and
  - 30 days prior to the event for Gatehouse, Education Centre and Picnic Shelter.

### Cancellation fees

- **Cloister Area**
  - If cancelled 90 days or greater before the event date, 50% of total rental fee will be refunded.
  - If cancelled less than 90 days before the event date or failure to appear, no refund will be issued.
- **Gatehouse/Picnic Shelter/Education Centre**
  - If cancelled 30 days or greater before the event date, 50% of rental fee will be refunded.
  - Less than 30 days notice or failure to appear, no refund will be issued.

### Rental Booking & Confirmation

- Bookings will be confirmed upon receipt of 50% of the rental fee, the security deposit, and a signed Facility Rental Agreement.
- Bookings will be cancelled if the damage deposit and any balance owed of the rental fee are not received by the above noted deadlines.
- The Renter must be at least 18 years of age at the time of executing the Facility Rental Agreement.
- The Renter or a representative of the Renter must be on site for the full duration of the rental period.



## Rental Categories

### Standard

A group or individual whose intent is to derive personal profit from their booking or who is booking the facility for a private function.

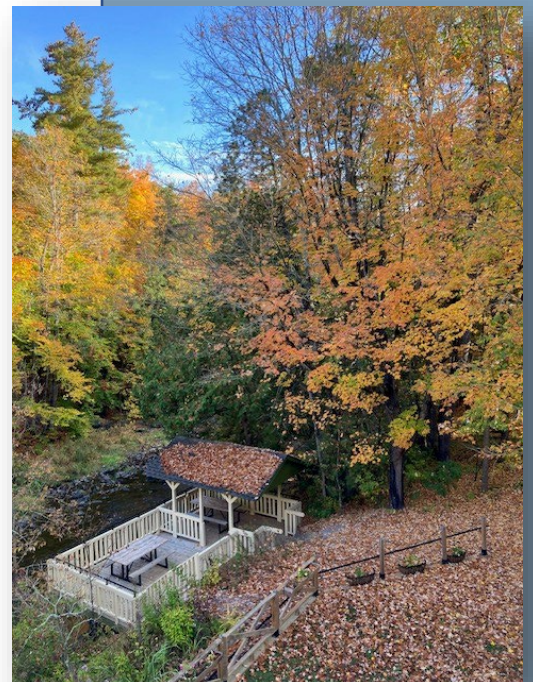
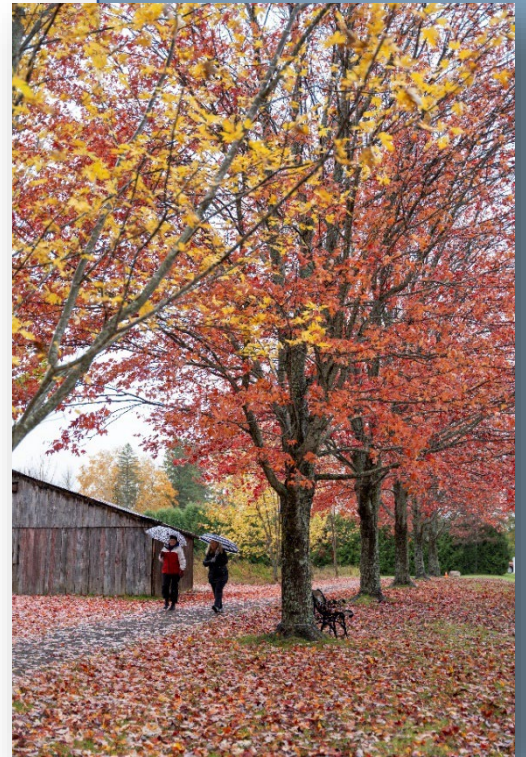
### Not-for-profit

A group that offers a service or program that does not have the goal of making a profit and operates with the intent of using any profit generated to support the activities of the organization. This group must be formally registered as a Not-For-Profit organization with the Canada Revenue Agency and have a Not-For-Profit registration number (either non-profit or charitable).

### Community Groups

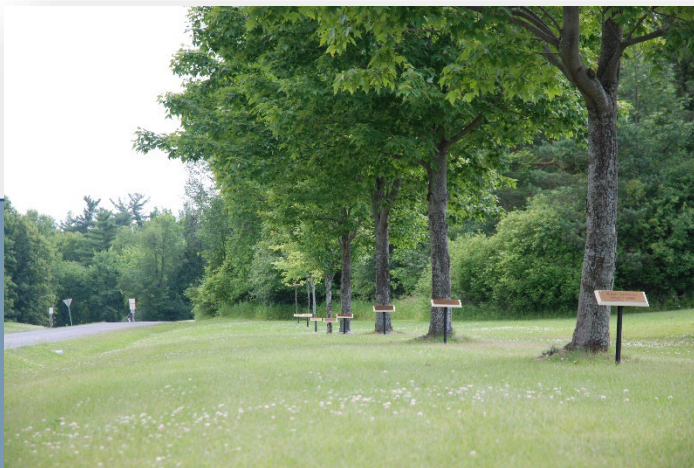
A group or individual that offers a cultural service or program for purposes other than generating profit and is not formally registered as Not-For-Profit with the Canada Revenue Agency but nonetheless operates in the same way. They may fall into one or more of the following categories:

- they are a local entity
- they are a small organization
- they are a young and/or emerging artist(s), and/or heritage professionals, and/or students
- they are a representative(s) from diverse communities
- they are an experimental, collaborative and community-minded enterprise (including for-profit and private)
- they are undertaking a one-time project
- they are not generating a profit from the activity occurring during the rental, or any profits earned from the activity are being used to support other Not-For-Profit activities or are invested back into the community.



## Rental Rates - 2026

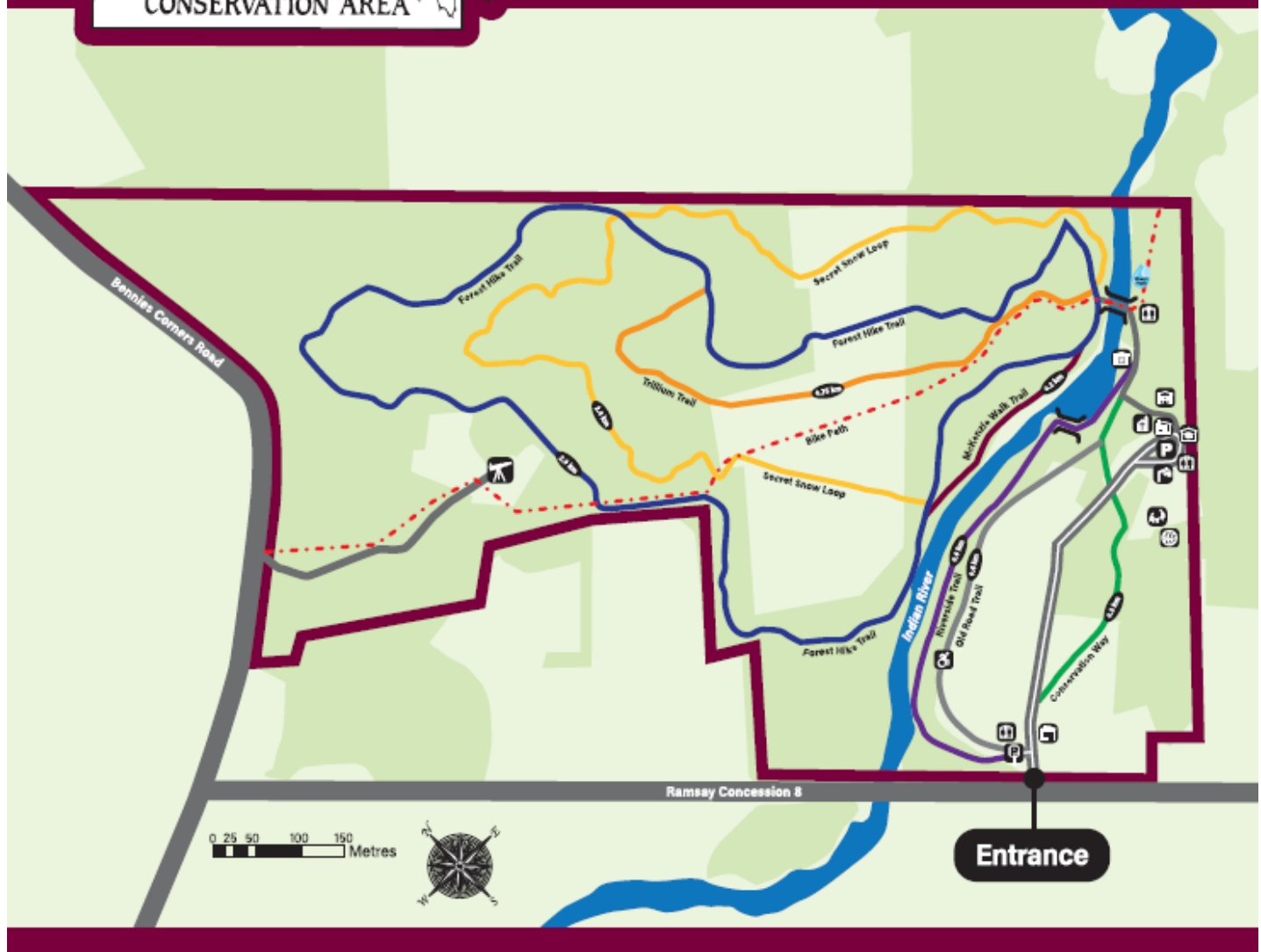
Rental Space	Rental Category	Rates		
		Subtotal	HST (13%)	TOTAL
The Gatehouse	Standard	\$142.00 2 Hour Minimum	\$18.46	<b>\$160.46</b>
		\$70 Additional Hourly	\$9.10	<b>\$79.10</b>
The Gatehouse	Not for Profit/Community Group (50% of rental fees)	\$71.00 2 Hour Minimum	\$9.23	<b>\$80.23</b>
		\$35.00 Additional Hourly	\$4.55	<b>\$39.55</b>
Picnic Shelter	Standard	\$84.50 2 Hour Minimum	\$10.98	<b>\$95.49</b>
		\$37.00 Additional Hourly	\$4.81	<b>\$41.81</b>
Education Centre	Standard	\$84.50 2 Hour Minimum	\$18.46	<b>\$95.49</b>
		\$37.00 Additional Hourly	\$9.10	<b>\$41.81</b>
Cloister Area Weddings	Standard	\$885 4 Hour Minimum	\$115.05	<b>\$1000.05</b>
		\$220.00 Additional Hourly	\$28.60	<b>\$248.60</b>
		\$115.00 Last Minute Hourly (Less than 30 days)	\$14.95	<b>\$129.95</b>







## Site Maps











# Mill of Kintail Site Map



## Legend

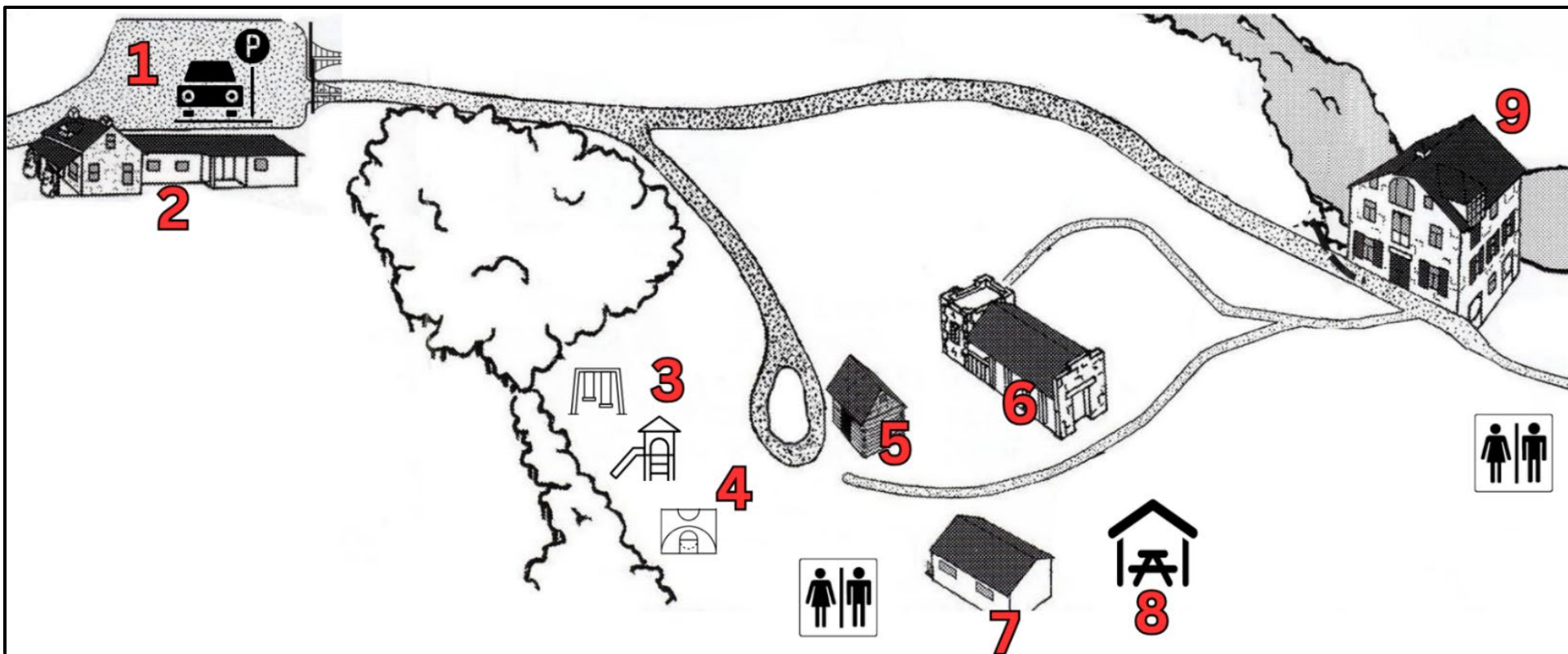
-  Cloister on the Hill
-  Parking Meter
-  Water Fountain
-  Education Centre

-  Stream Study
-  Bridge
-  Gatehouse
-  R. Tait McKenzie & James Naismith Museums

-  Fred Lossing Observatory
-  Parking
-  Play Area
-  Picnic Structure

-  Washroom
-  Basketball Court





### LEGEND

- |                            |                     |
|----------------------------|---------------------|
| 1. Parking                 | 6. Cloister         |
| 2. Gatehouse               | 7. Education Centre |
| 3. Play Structure & Swings | 8. Picnic Shelter   |
| 4. Half-Basketball Court   | 9. Museum           |
| 5. Pioneer Cabin           |                     |