



Fort Wellington National Historic Site of Canada Schedule B – Site Use Guidelines



1. **GENERAL:**

Fort Wellington National Historic Site of Canada is owned and operated by Parks Canada on behalf of the people of Canada as a significant example of Canada's cultural heritage. Fort Wellington is a public site with regulated hours of operation. Please note, if your event is held during these normal hours of operation there is no guarantee of privacy for said event.

It is the responsibility of the Applicant to ensure compliance with all acts and legislation applicable to Fort Wellington National Historic Site of Canada. (Documents available at: <http://www.pc.gc.ca/docs/bib-lib/docs1a.aspx>).

Applicants are solely responsible to ensure that these guidelines are followed by themselves and by all of the participants at their event.

The Applicant will not create, permit or suffer any act or thing on the site which is a nuisance; the site manager, or designate, reserves the right to be the sole judge as to what constitutes a nuisance.

The Applicant will, to the satisfaction of the site manager, comply fully with all directions given by the site manager, and, without limiting the generality of the foregoing, will comply strictly with all directions given by the site manager relating to safety.

A public or private event where the total projected attendance exceeds 1,000 people, where equipment is installed and extensive use of the site is required will be considered a major event.

For major events Parks Canada reserves the right to request additional planning details that could include:

- Traffic Management
- Security and Emergency Management
- First Aid & Public Health Management
- Noise Management

Before selecting Fort Wellington as a site rental location we encourage you to visit the fort to view the spaces available for rent before making an application. If your event application has been approved, it is necessary to book an appointment to tour the grounds you will be renting at least one week prior to event setup. This opportunity will help you identify any last areas of concern or pose questions about the site. This will also allow time for you to adjust your event details and for Parks Canada to rectify any issues. Before setup begins Parks Canada will perform a site inspection and record the condition of the grounds prior to your event. It is recommended that you participate in the site inspection.



2. **FORT WELLINGTON IS OPEN TO THE GENERAL PUBLIC:**
Victoria Day week-end (mid-May) to September 30

Open daily, including statutory holidays
10:00 a.m. to 5:00 p.m.

September 5 to September 30

Open weekends 10:00 am to 5:00 pm
Open weekdays by appointment
Open year-round for groups of 10 or more by reservation.

Portions of the Fort Wellington site are available for rent during open hours.
All rentable zones are available to be rented outside open hours.

3. **SITE CONDITION:**

Before setup of the event, the site manager or his/her designate will perform a site inspection and record the condition of the grounds prior to the event. It is recommended that Applicant participate in the site inspection.

No part of the grounds, shrubbery, landscaping, buildings or fixtures are to be altered, tampered with or damaged in any way except as permitted by the site manager for the reasonable exercise of the permission herein granted.

Absolutely no confetti, rice or other such decorative items can be used during events at Fort Wellington.

The site must be left in the same condition that it was in prior to your event.

4. **ALCOHOL:**

No alcohol is to be brought upon or consumed on Site without prior approval and appropriate event permit. It is the responsibility of the permit holder to ensure compliance with all applicable legislation. To serve alcohol you must obtain a special occasion permit from the Alcohol and Gaming Commission of Ontario (AGCO). A copy of the permit must be provided to Parks Canada a minimum of two weeks prior to your event.

The Application and Guide for a Special Occasion Permit form is available on the Alcohol and Gaming Commission of Ontario website, www.agco.on.ca. Applications must be made to the AGCO a minimum of 30 days in advance.

The Fort Wellington site plan, *Schedule A – Site Plan*, is a detailed map of the Fort Wellington grounds that can be used to help in your application to the AGCO.

5. **FOOD:**

The use of food vendors at the event must be identified in the Application process. Failure to identify such vendors to the site manager may result in the site use permit being revoked.

All food services must be identified in the application process. A permit is required if food is served to members of the public; these permits are available from the Leeds, Grenville & Lanark District Health Unit, 458 Laurier Blvd, Brockville, Ontario K6V 7A3. Please refer



to the Leeds, Grenville & Lanark District Health Unit special events guidelines available at www.healthunit.org or telephone the Brockville office at 613-345-5685.

6. **WATER**

Water is not available for third party events at Fort Wellington except in toilet facilities. Any grey water produced by an event must be contained and removed from the site by the applicant.

7. **VENDORS:**

Vendors associated with the event must be identified in the Application process. Failure to identify such vendors to the site manager may result in the permit to use the site being revoked.

8. **TOILET FACILITIES:**

The Applicant and all Participants will only have access to the washrooms in the Visitor Centre for the time they have rented the site. Bathrooms are not available during setup / tear down time unless arrangements are agreed to with the Site Manager.

Bathroom Spaces

Female Washroom:

- 3 regular toilet stalls
- 1 handicap accessible toilet stall
- 3 regular sinks
- 1 handicap accessible sink

Male Washroom:

- 1 handicap accessible toilet stall
- 2 urinal stalls
- 2 regular sinks
- 1 handicap accessible sink

The applicant is responsible for ensuring their compliance with the Sanitary Facilities and Waste Water Disposal guideline requirements of the Leeds, Grenville & Lanark District Health Unit. The health unit can be reached at 458 Laurier Blvd, Brockville, Ontario K6V 7A3, www.healthunit.org, or by telephone at the Brockville office at 613-345-5685.

9. **EQUIPMENT:**

Applicants must supply all necessary equipment such as tables, chairs, etc. from individual companies. Fort Wellington regrets that we are unable to store equipment on site before or after the event. Site access for event set up will be arranged with site manager as access can change depending on area(s) of Fort Wellington rented, time and day of your event, and the opening hours of Fort Wellington. All materials and equipment delivered to Fort Wellington for your event must be removed by 10am the following day if the site is open to the public; or by 11am if the site is closed to the public. Penalty charges will apply if site is not cleared by deadline times. Parks Canada will not be responsible for theft and / or damage to any of the applicant's equipment left on site over night.

10. **POWER:**

Electrical power capacity is limited. Approval for use of the site's power is at the discretion of the site manager.



11. INCLEMENT WEATHER:

Fort Wellington does not have the facilities available to offer inside space as an alternate event location during inclement weather. It is the applicant's responsibility to ensure that the materials / equipment they rent for their event are suitable for the seasonal weather conditions possible.

12. TENTS:

Refer to the Fort Wellington *Schedule A – Site Plan*, for locations where tents can be installed. Tents with pegs going into the ground can be installed only in Zone 3 - Fort Field. Exact placement and sizes must be discussed with Parks Canada staff and pre-approved by the Site Manger.

Tents not requiring pegs can be installed in Zones 2 – Interior Fort Grounds. Exact placement and sizes must be discussed with Parks Canada staff and pre-approved by the Site Manger.

13. CAMPFIRE:

Fort Wellington has identified locations where campfires are possible. See *Schedule A – Site Plan* for locations. All fires must conform to Town of Prescott Open Burning by-law regulations. Fort Wellington requires that the sod layer be carefully removed before a fire is built and replaced following use.

14. DELIVERIES:

It is mandatory that the applicant, or their representative, be present to accept any and all deliveries associated with their event. Parks Canada will not accept responsibility for any deliveries. Parks Canada assumes no responsibility for damage to or theft of any items left on site by the Applicant.

Delivery vehicles cannot be driven anywhere other than the loading and unloading areas identified in the site plan, *Schedule A – Site Plan*. Golf cart / gator type vehicles may be allowed in other areas if pre-approved by the Site Manager. The Site Manager reserves the right to limit or cancel any vehicle use on the site depending on weather conditions.

All materials and equipment delivered to Fort Wellington for your event must be removed by 10am the following day if the site is open to the public; or by 11am if the site is closed to the public. Penalty charges will apply if site is not cleared by deadline times.

15. EVENT SECURITY:

Parks Canada will not assume responsibility for security of event participants during the event. Event security for may be a required component of this event as determined by the Applicant or by Parks Canada. In this case, Parks Canada will identify this requirement in the *Special Event Permit: Permission and Privileges* section, and will require a plan to be submitted by the applicant for Parks Canada approval.

Security hired directly by the applicant must be licensed in accordance with the Province of Ontario Private Security and Investigative Services Act as administered by the Ontario Ministry of Community Safety and Correctional Services. (Information available at:



http://www.mcscs.jus.gov.on.ca/english/PISG/private_inv_sec.html). Proof of qualifications must be provided a minimum of 10 days prior to the event.

16. SITE SECURITY:

It is mandatory to have security present during set up and tear down for your event if work is performed outside normal site operation hours. Parks Canada will not assume responsibility for any damage or theft of goods left onsite overnight. Site security may be required as a condition of site usage depending on usage activity and area of site used. In this case, Parks Canada will identify this requirement in the *Special Event Permit: Permission and Privileges* section.

Security hired directly by the applicant must be licensed in accordance with the Province of Ontario Private Security and Investigative Services Act as administered by the Ontario Ministry of Community Safety and Correctional Services. (Information available at: http://www.mcscs.jus.gov.on.ca/english/PISG/private_inv_sec.html). Proof of qualifications must be provided a minimum of 10 days prior to the event.

17. PARKS CANADA STAFF

Should Parks Canada staff be required to be in attendance at the event outside of normal working hours or are required to perform extra duties as a direct result of the event, the Applicant shall be responsible for all additional salary costs incurred and this amount shall become a debt due and owing to the Crown, payable upon demand.

18. PARKING:

The Fort Wellington parking lot has space for 30 vehicles. Additional parking is available along the streets adjacent to the site. See *Schedule A – Site Plan* for parking lot location details. If rental is during hours that Fort Wellington is open to the general public, the Site Manager reserves the right to limit the number of parking lot spaces that can be used for your event. In this case, Parks Canada will identify this requirement in the *Special Event Permit: Permission and Privileges* section.

19. LIABILITY INSURANCE:

The Applicant will be required to provide proof of event liability insurance on such terms as a prudent operator should maintain with Her Majesty the Queen in right of Canada listed as co-insured a minimum of two weeks prior to event date.

The Applicant will be required to obtain public liability insurance in such amounts and on such terms as a prudent operator should maintain with Her Majesty the Queen in right of Canada listed as co-insured. Based on site usage and event scope, coverage of up to \$2,000,000 may be requested. The Certificate of Insurance must be provided to Rideau Canal a minimum of two weeks prior to the event.

The Applicant will at all times indemnify and save harmless Her Majesty or any of Her servants, agents, contractors and all those for whom Her Majesty may at law be responsible, from and against all claims, demands, losses, costs, damages, actions, suits or proceedings by whomsoever made, brought or prosecuted in any manner based upon, arising out of, related to, occasioned by or attributable to this Application, Waiver and Acknowledgement or any action taken or things done or maintained by virtue hereof, or the exercising in any manner of rights arising hereunder.



20. **WILDLIFE:**

Applicants are responsible to ensure that none of their guests feed any wildlife on site.

21. **GARBAGE:**

Fort Wellington charges for waste removal from its site. For small events Fort Wellington charges \$5 per bag to a maximum total of 10 bags. Any additional waste generated must be removed from the site by the applicant. All garbage must be bagged and disposed of in the receptacle provided. If the applicant removes all waste from the site following the event no waste removal fee will be charged. No waste other than that generated during the event can be disposed of in the Fort Wellington waste receptacle.

Waste removal for large events will be determined based on analysis of event type and the expected number and type of participants.

Removal of all garbage and waste material generated during an event is the responsibility of the site renter. The site must be returned to pre-event condition by 10am the following day if the site is open to the public; or by 11am if the site is closed to the public. Penalty charges will apply if site is not cleared by deadline times.

22. **FEES:**

Administration fee is non-refundable and must be paid to ensure your event date. The remaining balance, including damage deposit, must be paid in full a minimum of 14 days prior to your event.

Damage deposit will be refunded if the site is left in the same condition as upon arrival. Site will be inspected following your event. Any required clean-up done by Parks Canada staff or by a third party will be charged to the applicant.

Cancellations – A minimum of 10 days written notice is required for cancellations. Upon receipt of written notice, all monies paid, minus the administration fee, will be refunded to the applicant. Refunds will be issued according to method of payment. Depending on method of payment used, the applicant may be required to provide their social insurance number for a cheque to be issued. If payment was received by credit or debit card, the credit or debit card will be needed to issue a refund.

Refunds – When situations arise that are beyond anyone's control, all monies paid, minus the administration fee, will be refunded. These situations will be handled on a case by case basis. The Site Manager reserves the right to approve or deny refunds.

Security Fees – Per hour grounds rental fee applies to hours of event only, not set up and tear down time. It is mandatory to have security present during set up and tear down for your event if work is performed outside normal site operation hours. Parks Canada can arrange security at a cost of \$40 per hour (2 hour minimum). You also have the option to pay for security to remain present overnight if you are leaving items on site to be picked up the following morning. Refer to articles 15 & 16 in this document for security requirements.



Rehearsals – The grounds may be booked for one hour for the purpose of a rehearsal if the grounds are not otherwise rented. If rehearsal is outside opening hours and the applicants would like to access the Fort Wellington Visitor Centre for use of the washrooms, site security is required.

Payments can be made by cash, Debit, Visa, MasterCard, and American Express. Cheques will be accepted with appropriate government approved photo identification. All cheques should be made payable to: **Receiver General for Canada**.

23. SPECIAL CONSIDERATIONS

Fort Wellington will address any other specific considerations for the applicant's event prior to issuing a *Special Events Permit*. Any additional conditions agreed to will be specified in the *Permissions and Privileges* section of the issued *Special Events Permit*.

Any site usage agreement may be revoked by the Crown at any time should the Applicant not comply with the established terms and conditions of the agreement. All costs associated with the issuance of the agreement incurred by the Crown shall become a debt due and owing to the Crown payable upon demand.