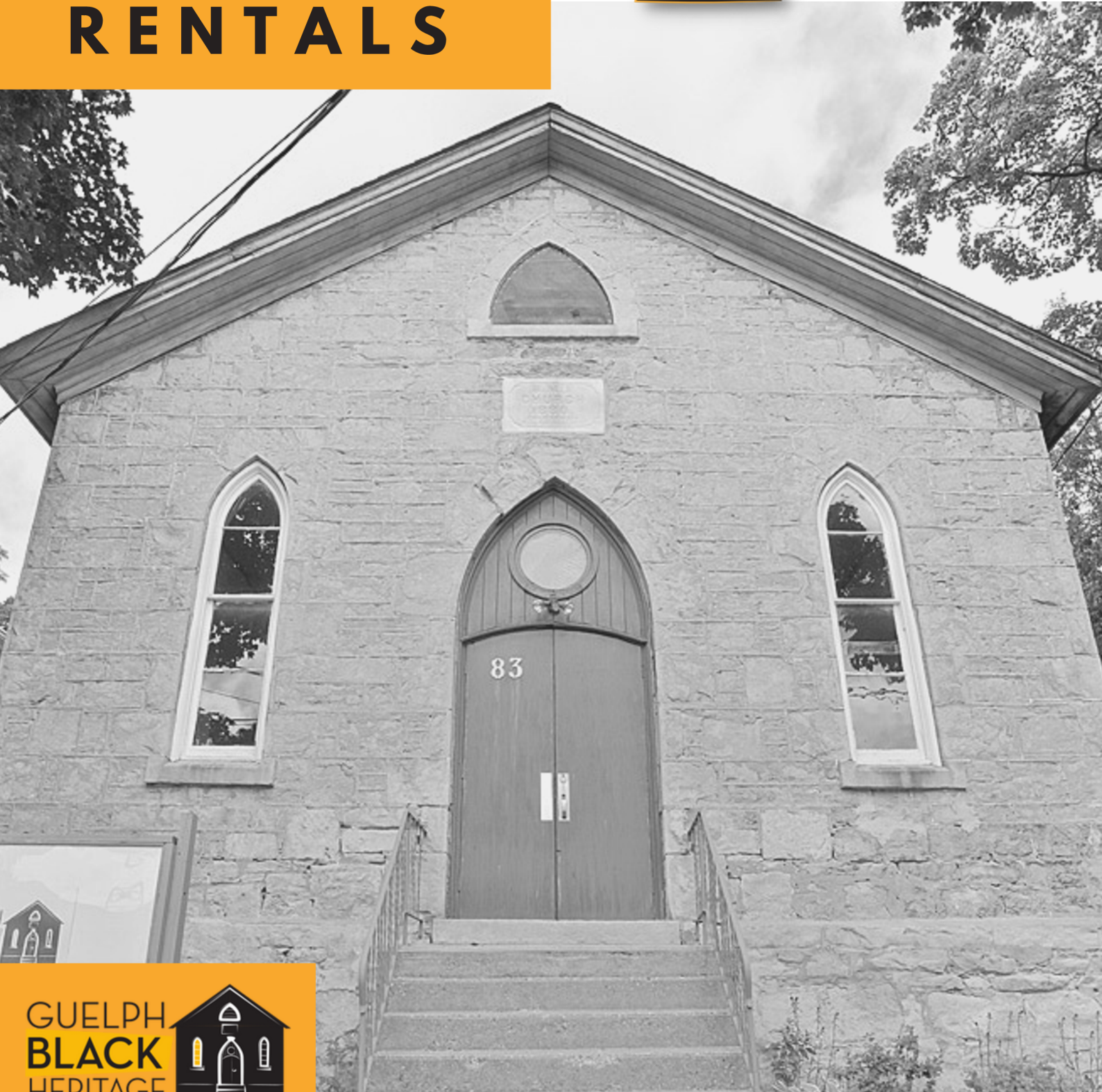


**HERITAGE**

**HALL**

**RENTALS**



**GUELPH  
BLACK  
HERITAGE  
SOCIETY**



Revised March 2025

# CONTENTS



---

**02**

ABOUT HERITAGE HALL

---

**03**

ABOUT GBHS

---

**04**

GENERAL INFO

- 04** The Venue
- 05** Booking Rentals\*
- 05** Accessibility

---

**06**

TERMS AND CONDITIONS OF RENTAL

**GENERAL TERMS**

- 06** Supervision
- 06** Liability
- 06** Set-up & Clean-up
- 07** Hours of Use
- 07** Damaged Gear

---

**08**

TERMS AND CONDITIONS OF RENTAL  
**FINANCIAL TERMS**

- 08** Certificate of Insurance
- 08** Heritage Hall Theatre AV Equipment
- 09** Rental Rates & Rental Categories
- 10** Payment & Unpaid Fees
- 10** Damages to Any Area of Heritage Hall
- 10** Cancellations & Late Penalty

---

**11**

TERMS AND CONDITIONS OF RENTAL  
**RULES & REGULATIONS**

- 11** Smoking & Alcohol
- 11** Subletting

---

**12**

RENTAL REQUEST FORM

**\* COPY OF RENTAL FORM ATTACHED  
AT THE END OF DOCUMENT**



## ABOUT HERITAGE HALL

Black migrants have been coming to Guelph since the 1840s. Many were formerly enslaved folks (AKA "fugitive slaves") who reached Canada from the American South via the Underground Railroad.

The Essex-Nottingham neighbourhood was initially home to Guelph's English Methodists, who named the streets and then became a welcoming community for many Black settlers. This was a largely working-class area, and a neighbourhood populated by a majority (around two thirds) of the African-American population in Guelph at the time.

The British Methodist Episcopal Church was established by formerly enslaved Black individuals at 83 Essex Street in 1870, where

its first stone was laid in 1880, and it first appeared in the Guelph Directory as the "Coloured Methodist Church" in 1873. Besides being a place of worship, the church also served as a Sunday School and a community centre. A place for socialization and education; a safe haven that provided a sense of community among Guelph's Black residents.

Today, the BME Church goes by Heritage Hall and is home to the Guelph Black Heritage Society.

**OVER 140 YEARS OLD!**



## ABOUT THE GUELPH BLACK HERITAGE SOCIETY

The Guelph Black Heritage Society (GBHS) was formed after the British Methodist Episcopal Church (BME) was listed for sale in November 2011. The GBHS's offer to purchase the church was accepted and the sale was finalized in December 2012. The Guelph BME Church building has been renamed Heritage Hall.

The purpose of the GBHS is to preserve the historical significance of the BME Church by maintaining it as a cultural, historical and social centre within Guelph and Wellington County and use our resources to address social issues of importance to the Black community. We also aim to raise awareness in Guelph and Wellington County of both local and national Black heritage as well as promote Guelph-Wellington's distinctive place in Ontario's rich Black heritage.

**LEARN MORE ABOUT GBHS AND  
OUR PROGRAMMING**

[WWW.GUELPHBLACKHERITAGE.CA](http://WWW.GUELPHBLACKHERITAGE.CA)

[WWW.CHANGESTARTSNOW.CA](http://WWW.CHANGESTARTSNOW.CA)

**FOLLOW US  
ON SOCIAL MEDIA**

**GUELPH BLACK HERITAGE SOCIETY**

**@GUELPHBLACKHERITAGE**

**@GUELPHBHS**



# GENERAL INFO

## THE VENUE

The GBHS Heritage Hall is located at 83 Essex Street, Guelph, ON. The venue is available for rent to the general public, and is able and is available for rental during both daytime and evening hours. The space is appropriate for concerts, performances, workshops, meetings, and events.

The main floor features a theatre with a stage and seating for up to 60 people, with a maximum capacity of 75. The basement includes a kitchenette and a spacious room (approximately 37 x 13) equipped with tables and chairs.

The entire building is wheelchair accessible.

**To view a virtual tour of the GBHS Heritage Hall, please click here.**



# GENERAL INFO

## BOOKING RENTALS

To reserve any part of the facility, please complete the Heritage Hall Rental Request Form. You can find the form on our website, at the end of this document, or pick it up in person at Heritage Hall, located at 83 Essex St.

Please ensure that reservations are made at least 30 days in advance. Please contact [rentheritagehallgbhs@gmail.com](mailto:rentheritagehallgbhs@gmail.com) for any questions or concerns.



**RENTAL REQUEST**  
**FORM HERE**

## ACCESSIBILITY

The building is fully wheelchair accessible and features gender-neutral bathrooms on both the main floor and in the basement. Additionally, we have wheelchairs available on-site if needed.



## GENERAL TERMS

### SUPERVISION

The renter will provide adequate adult supervision (adult is 18 years of age or older). The supervisor must be with the group at all times during the rental period. It is the responsibility of the group supervisor to ensure that their participants remain within the designated rental area and that all group participants leave the facility on or before the ending time of the rental agreement.

### LIABILITY

The renter shall indemnify and hold harmless the GBHS and any of its board members, volunteers, agents and contractors from any and all loss, liability, claims or expenses arising out of the use and/or occupation of the property belonging to the GBHS. The GBHS is not responsible for personal injury or damage or loss of personal items or equipment of the renter or anyone attending on the invitation of the renter.

### SET-UP & CLEAN-UP

Renters are responsible for ensuring that the facility is left in its original condition at the conclusion of the event. This includes, but is not limited to, returning all furnishings to their original positions, removing all decorations from the walls, disposing of all trash, wiping up spills, and removing all event materials from the space.

All spaces used, including the kitchen and theatre, must be cleaned after the event. Chairs and tables are provided, but must be set up by the renter. If the kitchen is used, it must be thoroughly cleaned, including the stove.

If the Hall is left in a manner that requires cleaning above and beyond our normal cleaning procedure, you will be billed a cleaning fee, which shall be determined at the sole discretion of the GBHS. We also reserve the right to bill your account for any damage done to the equipment. By reserving the Heritage Hall, you agree to be the responsible party, even if someone else in your group caused the damage.

Renters must not leave excessive amounts of garbage [more than one (1) bag] at the Heritage Hall. All excessive trash must be taken with the renter at the end of their rental time.

## **GENERAL TERMS**

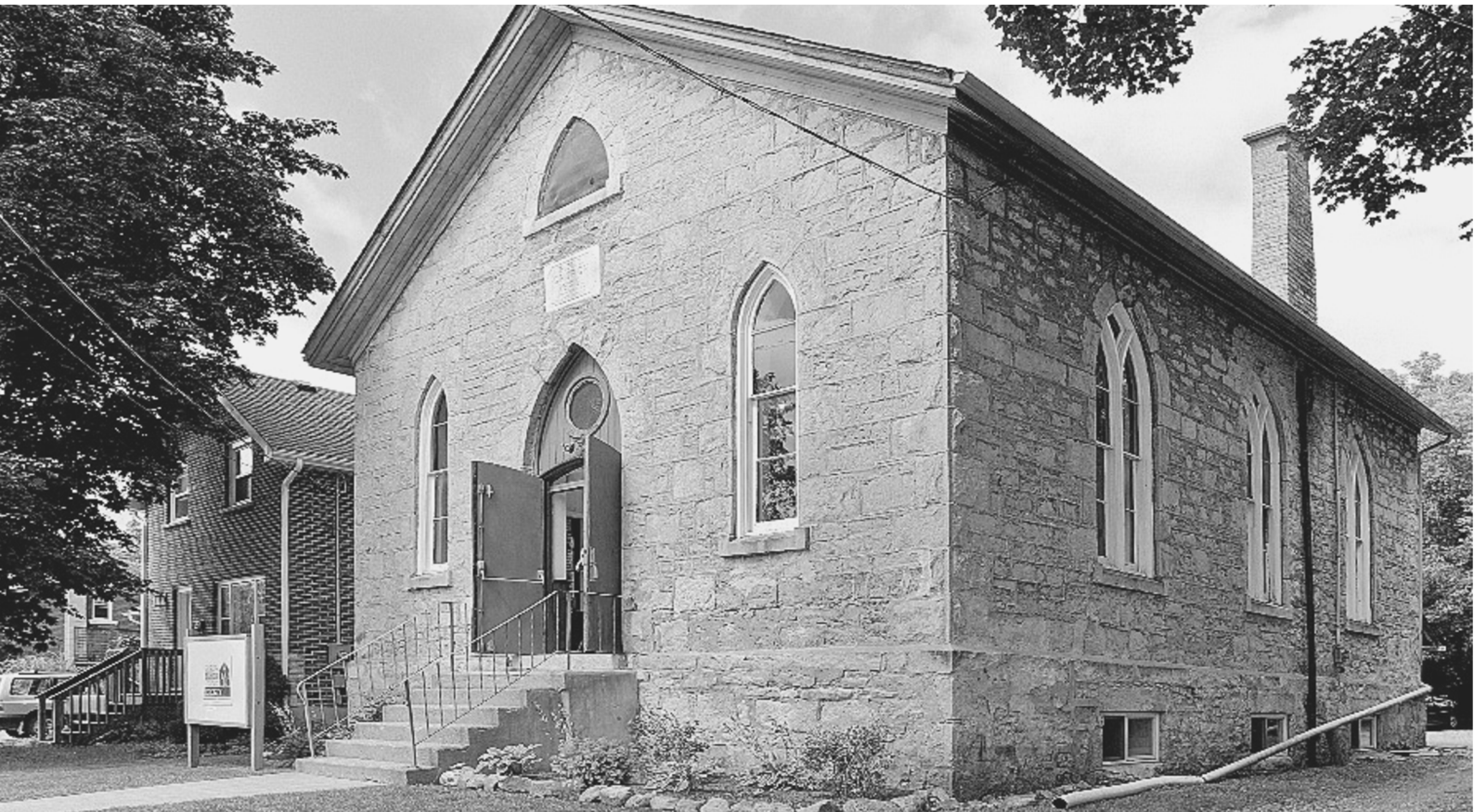
### **HOURS OF USE**

The specified times asked for, and agreed upon, will be strictly adhered to at all times. The specified times include the period required by the renter for set-up and clean-up.

All performances/concerts/events must end no later than 11:00 pm.

### **DAMAGED GEAR**

The renter will be fully and exclusively responsible for damages to any of the equipment in the Heritage Hall by yourself or anyone else during your reserved time if it is determined that the damage is above normal wear and tear. If something breaks or becomes non-functional, please bring it to the attention of a GBHS volunteer immediately to avoid penalty.





## FINANCIAL TERMS

### CERTIFICATE OF INSURANCE

The GBHS requires all who rent the GBHS Heritage Hall to provide proof of insurance. The certificate of insurance must name the GBHS as an additional insured with a minimum liability coverage of \$1,000,000. The certificate of insurance must be current and cover all the dates of the rental agreement.

### HERITAGE HALL THEATRE AV EQUIPMENT

Sound and lighting equipment is available for use for an additional fee. If the renter chooses to utilize this, trained GBHS technicians will be on-site to operate all equipment, gear and associated tech.



Doodle 34/100  
**Heritage Hall**

By Ellen Doodles  
**@ellen.doodles**

For her series,  
**"100 Doodles of Guelph"**

Available for purchase at  
**ELLENDOODLES.COM**

## **FINANCIAL TERMS**

### **RENTAL RATES & CATEGORIES**

- **Non-Profit Organizations & Community Events**

- \$40 per hour

- **Commercial/Business & Private Use**

- \$75 per hour

#### **Non-Profit Organization**

- An association, club, or society that is operated exclusively for social welfare, civic improvement, pleasure, recreation, or any other purpose except profit.

#### **Community Events**

- May include charitable and cultural events such as concerts, workshops, presentations and camps.

#### **Commercial/Business**

- Activities/programs of a commercial nature which are operated for private or corporate gain including, but not limited to, individuals and businesses charging for drama, music, art, dance, fitness classes, theatrical productions etc.

#### **Private Use**

- Private use activities are defined as those that are not open to members of the general public.

*Final category placement is at the discretion of the Guelph Black Heritage Society.*

## ***FINANCIAL TERMS***

### **PAYMENT & UNPAID FEES**

Upon confirmation of booking, the renter will pay 50% of the rental fee. The renter will pay the balance of the fee one week prior to the booking date.

Payment is accepted by cash, cheque, debit, credit, money-order or email transfer directed to the Guelph Black Heritage Society any and all payments for the use of the facility. The address for email transfer is **info@guelphblackheritage.ca**.

If any fees incurred by you are not paid at the time they are due, your account will be disabled and you will not be permitted to use Heritage Hall Rehearsal Studio until all fees are paid.

### **DAMAGES TO ANY PART OF HERITAGE HALL**

The renter is responsible for any and all damage and costs arising from the use or misuse of the property.

### **CANCELLATIONS & LATE PENALTY**

The Guelph Black Heritage Society (GBHS) requires 24-hour notice to cancel a booking without penalty. Bookings cancelled with less than 24 hours' notice will be subject to a 50% cancellation fee. The GBHS has the right to cancel any agreement upon appropriate notice of cancellation. Ideally 48 hours' notice will be given.

The specified times asked for and agreed upon include the period required by the renter for set-up and clean-up. A late penalty of \$15 will be charged for every 15 minutes or part thereof. For example, if the renter overstays their rental period by 10 minutes, the late penalty will be \$15. If the renter overstays their rental period by 30 minutes, the late penalty will be \$30. The penalty is to be paid on the date of the rental.

## ***RULES & REGULATIONS***

### **SMOKING & ALCOHOL**

There is no smoking anywhere on the property of the GBHS Heritage Hall.

The renter will not sell alcoholic beverages on the property unless it has acquired and submitted for GBHS approval, an occasional permit under the regulations of the Liquor Control Board of Ontario (LCBO).

### **SUBLETTING**

The renter is not permitted to sublet the facility in any capacity.





# HERITAGE HALL RENTAL FORM



## RENTAL REQUEST FORM

DATE: \_\_\_\_\_

Full Name: \_\_\_\_\_

Contact Email: \_\_\_\_\_

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

### What kind of rental are you inquiring about?

Heritage Hall Theatre

Rehearsal Studio

### Rental Category

Non-Profit Organization

Community Event

Commercial/Business/Private Use

Event Name: \_\_\_\_\_

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

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

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

(Including set-up and clean-up)

Briefly describe your event/reason for rental: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

Thank you for your inquiry about booking Heritage Hall. We will follow up via email as soon as we can.