

HERITAGE HALL RENTAL INFORMATION & GUIDELINES



GUELPH
BLACK
HERITAGE
SOCIETY



Revised September 2025

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ABOUT HERITAGE HALL

Migration to Guelph by people of African descent began in the 1840s, with many arriving to Canada via the Underground Railroad after escaping enslavement in the American South. These individuals sought refuge and freedom in Canada, and Guelph became one of the communities where they settled. The Essex-Nottingham Street neighbourhood, originally home to English Methodists, evolved into a welcoming area for African-descended settlers. It was a working-class district and, at the time, housed approximately two-thirds of Guelph's Black population.

OVER 140 YEARS OLD!

In 1870, the British Methodist Episcopal (BME) Church was founded by formerly enslaved individuals and their descendants. Located at 83 Essex Street, the church laid its first stone in 1880 and was listed in the 1873 Guelph Directory as the "Coloured Methodist Church." More than just a place of worship, the BME Church served as a Sunday School and a community centre. It provided a safe and supportive environment for education, socialization, and community building among African-descended residents in Guelph.

Today, the legacy of the BME Church continues under the name Heritage Hall. It now serves as the home of the Guelph Black Heritage Society, preserving and promoting the rich history and contributions of African Canadians in the region.



ABOUT THE GUELPH BLACK HERITAGE SOCIETY

The Guelph Black Heritage Society (GBHS) was established following the listing of the British Methodist Episcopal (BME) Church for sale in November 2011. Recognizing the historical and cultural importance of the site, the GBHS submitted an offer to purchase the church, which was accepted, and the sale was finalized in December 2012. Since then, the building has been renamed Heritage Hall.

The GBHS is dedicated to preserving the historical significance of the BME Church by maintaining Heritage Hall as a cultural, historical, and social centre for Guelph and Wellington County. In addition to safeguarding this important landmark, the society uses its resources to address social issues relevant to the Black community. It also works to raise awareness of both local and national Black heritage, while promoting Guelph-Wellington's unique contributions to Ontario's rich Black history.



LEARN MORE ABOUT GBHS AND OUR PROGRAMMING

WWW.GUELPHBLACKHERITAGE.CA
WWW.CHANGESTARTSNOW.CA

FOLLOW US ON SOCIAL MEDIA

@GUELPH BLACK HERITAGE SOCIETY 

@GUELPHBLACKHERITAGE 

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 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.

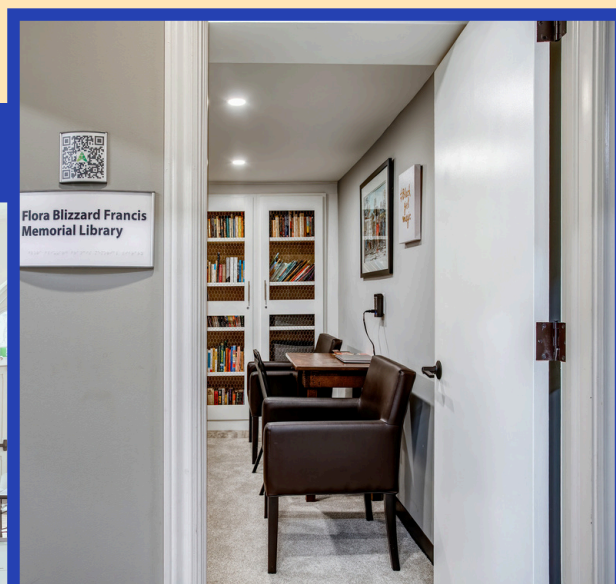
Please ensure that reservations are made at least 30 days in advance. Please contact rentheritagehallgbhs@gmail.com for any questions or concerns.

SCAN HERE
FOR HERITAGE
HALL RENTALS!



ACCESSIBILITY

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



RENTAL TERMS & CONDITIONS:

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 kitchenette and theatre, must be cleaned after the event. Chairs and tables are provided, but must be set up by the renter. If the kitchenette 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.

RENTAL TERMS & CONDITIONS:

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.



RENTAL TERMS & CONDITIONS: 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 \$2,000,000. 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

RENTAL RATES & CATEGORIES

Non-Profit Organizations & Community Events

\$50.00/per hour

Commercial/Business & Private Use

\$90.00/per hour

DEFINITIONS:

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.*

RENTAL TERMS & CONDITIONS: FINANCIAL TERMS

RENTAL RATES & CATEGORIES

NON-PROFIT & COMMUNITY ORGANIZATIONS (REGISTERED NON-PROFITS, GRASSROOTS INITIATIVES, OR COMMUNITY GROUPS HOSTING NON-TICKETED EVENTS)

- HALF DAY (UP TO 4 HOURS): \$180
- FULL DAY (UP TO 8 HOURS): \$340

INCLUDES USE OF MAIN SPACE, CHAIRS/TABLE.
ADDITIONAL STAFFING OR CLEANING MAY INCUR ADDED FEES.

PRIVATE EVENTS / INDIVIDUALS / BUSINESSES (WEDDINGS, PRIVATE PARTIES, FUNDRAISERS, CORPORATE MEETINGS, TICKETED EVENTS)

- HALF DAY (UP TO 4 HOURS): \$324
- FULL DAY (UP TO 8 HOURS): \$612

OPTIONAL ADD-ONS

- **BASIC TECH:**
\$10/HR, \$60 FULL DAY
◦ (MICS, SPEAKERS,
PROJECTOR, BASIC SETUP)
- **ADVANCED TECH:**
\$20/HR, \$120 FULL DAY
◦ (MIXING, LIGHTING;
INCLUDES TECH SUPPORT)
- **KITCHENETTE:**
\$10/HR, \$60 FULL DAY
- **SETUP/TEARDOWN STAFF:**
\$100 FLAT RATE



RENTAL TERMS & CONDITIONS:

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.

RENTAL TERMS & CONDITIONS: 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 AVAILAIBITY REQUEST FORM

Date: _____

Full Name: _____

Contact Email: _____

Contact Phone Number: _____

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.