

# Weddings at Castle Kilbride



Thank you for considering Castle Kilbride National Historic Site for your Wedding Ceremony.



Castle Kilbride is a fully restored 1877 Italianate villa with beautifully manicured lawns and gardens.

Castle Kilbride provides an elegant backdrop for your special day.

*A charming and romantic setting for your wedding.....*

## *Romance Avenue:*

- ♥ *Picture the bride entering through the main gates and gracefully strolling through the gardens in the heart-shaped driveway to take the hand of her groom!*
- ♥ This setting can accommodate up to 200 guests in the **front courtyard**.
- ♥ **Fee for site:** \$300 + HST

## *Features*

- ♥ Exclusive use of the grand front lawn.
- ♥ Exquisite backdrop and beautiful flower gardens for your ceremony or photographs.
- ♥ Unique settings for your photographs which include: gazebo, fountain, gardens, front porch and side porch of Castle.
- ♥ Use of municipal parking lot.

*One visit and you will visualize the wedding of your dreams!*



**Note:** Unfortunately, ceremonies and photography are **not permitted inside** the Castle or Administration Complex at any time, including inclement weather.



## Wedding Ceremony Rental

The Corporation of the Township of Wilmot & Castle Kilbride

**Fee for site \$300 (+HST)**

Name of Applicant(s): \_\_\_\_\_

Address: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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

The Event will take place on (**date**): \_\_\_\_\_ at (**time**): \_\_\_\_\_

Number in wedding party \_\_\_\_\_ Estimated Number of Guests: \_\_\_\_\_

Wedding Couple (if different from above): \_\_\_\_\_

Set up time: (to take place the same day as event) \_\_\_\_\_

Rehearsal Required? Yes \_\_\_ No \_\_\_ Date/Time of Rehearsal: \_\_\_\_\_

*(Conditions & Terms of Rental apply to this date)*

**I HAVE READ THE "TERMS & CONDITION of RENTAL AGREEMENT" AND AGREE TO THEM.**

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized by: \_\_\_\_\_

Tracy Loch, Curator/Director of Castle Kilbride

Sherri Gropp, Assistant Curator of Castle Kilbride

**Note: A 50% deposit is to be made at time of booking. Full payment and proof of insurance is required a minimum of four weeks prior to the event.**

**Please make cheques payable to: "Castle Kilbride"**

For Office Use Only

**Total fee \$300 + HST = \$339.00**

Minimum Deposit of **\$150** Date: \_\_\_\_\_ Received by: \_\_\_\_\_

Payment: Cash \_\_\_ Cheque \_\_\_ Credit Card \_\_\_ Debit \_\_\_

Remainder payment of: **\$189** Date: \_\_\_\_\_ Received

by: \_\_\_\_\_

Payment: Cash \_\_\_ Cheque \_\_\_ Credit Card \_\_\_ Debit \_\_\_

Proof of Insurance Policy# \_\_\_\_\_

Date insurance needs to be submitted by \_\_\_\_\_ Date Received: \_\_\_\_\_

**Cancellation policy:** A written cancellation request is required three (3) months prior to wedding date. Once receiving the request the **50% of the deposit** will be refunded. *(See 1.17 of Terms & Conditions Agreement)*

**Inclement weather Cancellation:** In the case of inclement weather the day of the wedding and the ceremony did not take place at Castle Kilbride the Applicant will be refunded **50% of total fee**. *(See 1.11 of Terms & Conditions Agreement)*



## **TERMS & CONDITIONS OF RENTAL AGREEMENT**

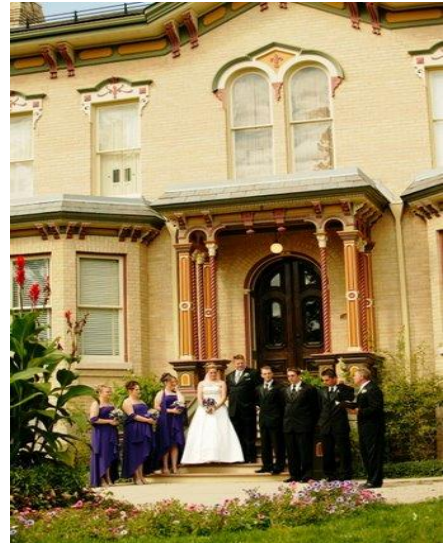


*Terms: Couple will be referred to as "Applicant" and Castle Kilbride will be referred to as "The Township of Wilmot"*

- 1.1 Only non-licensed private/commercial functions are permitted on the premises.  
**(Alcohol is prohibited.)**
- 1.2 Tents or canopies are **not** permitted on the grounds.
- 1.3 Rice and/or confetti are **PROHIBITED** on the grounds. Applicant will be held responsible if any rice/confetti are used and will be charged a \$100 penalty.
- 1.4 The Applicant will be responsible for the rental and set up of own chairs. The Applicant shall set up and remove chairs on the day of the ceremony and the Applicant will **NOT** make alteration or modification to the facility/grounds. The applicant shall leave the grounds in acceptable condition.
- 1.5 The Applicant agrees to compensate The Township of Wilmot for any damage caused to the facility, the historic home and the grounds by any person or persons using the facility pursuant to this permit.
- 1.6 The Applicant is responsible for all articles brought on the site.
- 1.7 The Township of Wilmot is not responsible for any personal injuries that the Applicant or member of the Applicant's organization or a guest thereof may sustain or suffer by reason of the use of the grounds.
- 1.8 The Applicant agrees to maintain proper order through supervision of the function proposed. The Applicant further agrees not to hold, sponsor and/or promote any function deemed to be publicly or morally offensive, or that in any way would contravene any Statute, Law or Regulation of the Province of Ontario or the Government of Canada.
- 1.9 The Applicant will provide security and be responsible for maintaining decorum/ decorous conduct during the use of the facility.
- 1.10 The Applicant is responsible for first aid supplies and safety responsibilities.
- 1.11 The Applicant is responsible for locating an alternative location in the case of inclement weather, which would **NOT** include the use of the interior of the Township of Wilmot Administration Complex or Castle Kilbride. In the case of inclement weather, the Applicant will be refunded 50% of total fee.
- 1.12 The Applicant agrees to full payment of rental fee a minimum of 4 (four) weeks prior to wedding date.**
- 1.13 The Applicant must be aware that Castle Kilbride and the grounds are open to the public. As such there may be visitors/patrons from the museum on the grounds at the same time of the rental. The rights of other site visitors may not be violated or impeded by the event.
- 1.14 The Applicant agrees to hold and save harmless The Township of Wilmot for any actions, claims or proceedings for injuries, damages, personal loss or inconvenience caused by the negligence of the Applicant and/or guests of the Applicant for use of Township premises arising out of this said rental permit.
- 1.15 The Applicant shall provide **third party liability insurance coverage** in the minimal amount of **\$1,000,000.00 (one million dollars) naming** the "Township of Wilmot" as additionally insured for the purposes of this event. Must be submitted to Castle Kilbride staff at least one month prior to event.
- 1.16 In the event of a rehearsal, the property is available at time of booking. However, staff will not be present, nor is there access into the building. All "*Terms & Conditions of Rental*" listed herein apply to the rehearsal as well as wedding ceremony.
- 1.17 **Cancellation policy:** Only written cancellation requests will be considered. With a minimum of three months notice, **50% of the deposit** will be refunded. Any requests received less than three months before the date of event or failure to appear without written notice will result in the full rental fee.

## Commonly Asked Questions for Weddings at Castle Kilbride

- 1. When can we have our event?**
  - A.** We can accommodate morning, afternoon or evening ceremonies Monday through Sunday from May until October.
- 2. When should I make my booking?**
  - A.** Bookings should be made as soon as possible. Bookings are made on a first come, first serve basis.
- 3. Will Castle staff be present during my event?**
  - A.** Castle staff will be on site when the wedding coincides with the hours and operations of the museum. (Tuesday – Sunday 1 p.m. – 4 p.m.)
- 4. May we hold a rehearsal?**
  - A.** If you would like to reserve the grounds for a rehearsal you may do so at no extra cost. *(Please note that the Terms & Conditions Agreement applies to the rehearsal.)*
- 5. Who maintains the grounds?**
  - A.** Our grounds are routinely groomed and maintained by the Township of Wilmot and the Wilmot Horticultural Society. Peak blooming season is from July to early September.
- 6. May we have the front gates opened?**
  - A.** Upon request, we can open the front gates as a special entrance for guests and/or bride to enter through.
- 7. Where can my guests park?**
  - A.** Guests are permitted to use the Township of Wilmot's parking lot situated behind the complex. Please note that guests do not have exclusive use of the parking spaces, as Castle Kilbride may be open to the public during your event. For larger gatherings, guests are requested to park on the side streets surrounding Castle Kilbride. The heart-shaped driveway is part of the designated historical property and may NOT be used for any vehicles.
- 8. What is there for my guests to do while photographs are being taken?**
  - A.** Arrangements can be made for guests to tour the Castle for a reduced rate of \$4.00 per person. *(Castle Kilbride is open Saturday & Sunday 1:00-4:00p.m.)* Ask for more details at the time of booking.
- 9. What arrangements do I need to make?**
  - A.** Arrangements for a wedding official, musicians, seating, decorations and photography are the **sole responsibility of the event Applicant**. Castle Kilbride would be happy to provide you with a list of local referrals. Set up and removal of said item(s) is the sole responsibility of the Applicant.



**10. Where do I obtain the Insurance Coverage as required?**

- A.** You are required to provide Castle Kilbride with \$1,000,000.00 (one million dollars) worth of third party insurance coverage naming the Township of Wilmot as additionally insured. It is called a **Commercial General Liability Cover Note of Insurance** and can be obtained through **your insurance company**. Proof of insurance must be provided to Castle Kilbride **one month prior** to wedding.

**11. What happens if it rains?**

- A.** Unfortunately the inside of the Castle is not available for weddings or photographs. For this reason, we ask you to make arrangements with an alternate site. *(Check with your reception site to see if they can assist in the event of rain.)* If you are unable to host your wedding here due to inclement weather, the Castle will refund you 50% of total fee *(see 1.11 Terms & Conditions Agreement)*

**12. Which spot is the best entrance for the Bride?**

- A. Brides may enter from:**
- a.** The front gates
  - b.** Along the East side of the Castle

**13. Can guests wait inside the Castle before or after a wedding?**

- A.** To refrain from large crowds forming inside guests are asked to wait outside.

**14. May we drive on the driveway?**

- A.** Our heart-shaped driveway is designated heritage property. Therefore vehicles are not permitted to use this driveway.

**15. May we have alcohol on property?**

- A.** Castle Kilbride is a municipal facility and as such consumption of alcohol while on municipal property is expressly forbidden. Failure to abide by these or any restrictions listed in the "Terms and Conditions" page may result in penalties.

**16. Can I release butterflies or throw rose petals during the ceremony?**

- A.** Butterflies may be released during the ceremony. Rose petals can be used as long as they are cleaned up after the ceremony.

**17. Can I set up an hors d'oeuvres table/ coffee bar or water station for the ceremony?**

- A.** Yes, all aspects would be the responsibility of the Applicant.



### Officiant

<b>Name</b>	<b>Location</b>	<b>Phone #</b>
Clerk's Office	Township of Wilmot	519-634-8444

### Chair Rental

<b>Business</b>	<b>Location</b>	<b>Phone #</b>
ABC Party Time Rental	Kitchener	519-745-8274
A To Z Party World	Kitchener	519-725-5170

