



## Huntsville and District Agricultural Society 2025 Site Rental Information

### Overview

Site rental is available May 24 to October 15. A Society director will liaise with the renter, however, all event organization, catering, entertainment, staffing, tents, rental equipment and smallwares (plates, glasses) are the sole responsibility of the renting party.

We offer both indoor and outdoor venues. Our indoor building (Sinclair building) will accommodate up to 250 people if alcohol is being served. Indoor restrictions apply in accordance with the Ontario Fire Code.

### Rental Process

1. Contact [rentals\\_huntsvilleagsociety@gmail.com](mailto:rentals_huntsvilleagsociety@gmail.com) to book your rental
2. Once the date is confirmed available, you will be asked to sign the rental agreement and pay the 50% non-refundable booking deposit
3. You will provide applicable permits - Special Occasion, Building, etc., within 10 business days prior to your rental date(s)
4. One walk-through of the property will be made available upon request
5. The site keys will provided as arranged prior to event
6. Final payment, including a security deposit, will be made 30 days prior to your rental date(s)
7. A walk-through post event will be conducted and security deposit returned upon satisfaction of the Society director

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### Cost

Ceremony, Reception, Meeting, Event, etc. \$600.00 daily rate

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### Deposit (non-refundable)

50% of the total event rental payable at the time of booking will be deducted from the total amount due.

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### Security/Damage Deposit (refundable)

\$250.00 (will be refunded after the event and our inspection of the property)

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### Balance

Must be paid within 30 days prior to the event date.



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### Insurance

\$5 million liability insurance mandatory for events where alcohol will be served  
\$2 million liability insurance for low-risk events without alcohol

We must receive a copy of the special events permit with the rentor's signature for our files.

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### Cancellation

30 days or more from the event date - full refund of amount paid not including booking deposit  
Less than 30 days from the event date - no refunds whatsoever

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### Decorating and Rehearsal

Permission may be granted to allow function set-up prior to the event. Contact the Society director responsible for rentals at [rental\\_huntsvilleagsociety@gmail.com](mailto:rental_huntsvilleagsociety@gmail.com).

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### Rental Inclusions

- Approximately 70 - 6ft tables
- 250 chairs
- NO kitchen facilities

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### Special Events Permit

If you are planning to serve any alcohol you as the renter are responsible to license the rental area in which you wish to serve.

If your event is being catered by a professional caterer most likely they will possess an Alcohol and Gaming Commission Caterer's Endorsement to their Liquor License and may utilize it at our location, making them responsible for the legalities in regard to responsible alcohol service.

If you are catering the event yourself, you must produce to the Huntsville and District Agricultural Society, a "Special Occasion Permit" - applications are available at the liquor store or on-line at <https://www.agco.ca/alcohol/special-occasion-permits-private-event>

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### Tents

A building permit must be obtained from the Town of Huntsville for any tent or marquee that is 600 sq ft or larger by submitting the dimensions of the tent, the location and the manufacturer's specifications.



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Building Department - 3rd Floor, Town Hall, 37 Main St E, Huntsville, ON

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### **Trailers and/or Camping on-site**

Overnight camping is allowed, however, there will be no hydro or water hookups available. Camp fires are NOT permitted.

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### **Noise By-Law #95-20**

We respect the Town of Huntsville Noise By-Law #95-20, therefore excessive outdoor noise after 11:00pm will not be permitted.

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### **VENUES**

#### **Sinclair Hall (Indoor)**

Accommodates: 250, if alcohol is being served

Dimensions:

Amenities: Washrooms, Electrical, Stage

The smaller building (Earl building) is off-limits and will be locked.

The front office building is also off-limits and will be locked.

Please respect the community gardens.

#### **Pavilion**

The outdoor pavilion can be used for any event. There are approximately 10 picnic tables for use.

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### **Parking**

There is plenty of on-site parking available.