



Member Rental Rates

The following member rental rates are available to current WAHC members at the Supporting and Sustaining levels. These rates are in effect as of April 1, 2024.

Member rental rates are available during WAHC’s public hours and are ideal for meetings and small gatherings. Full descriptions of the rooms, capacity, and floor plans can be found online at wahc-museum.ca/rentals.

DAYS / TIMES MEMBER RATES APPLY	MEMBER RATE	AVAILABLE SPACES
Tuesday 10AM to 4PM	\$45/hr*	Small Meeting Room
Wednesday–Saturday 10AM to 4PM	\$90/hr*	Small Meeting Room Backyard

** For space only. Please take note of applicable additional charges that may apply, listed below.*

Our Spaces

Small Meeting Room

Our small meeting room comes equipped with a large meeting table and is suitable for a maximum of 12-15 people seated.

Backyard

The backyard is suitable for summer events. It can be configured in many different ways and can accommodate larger gatherings.

How to Book

To book the space, please complete the Members Rental Booking Form at <https://wahc-museum.ca/member-rentals/>. Event information including event times and required amenities must be completed and returned **a minimum of three weeks** prior to the rental.

For Saturday bookings, please contact us well in advance to confirm that your dates do not conflict with existing WAHC programming. If you have questions, please contact Alec Latham, Heritage Facilities Specialist, at alec@wahc-museum.ca.

AMENITIES

Available Upon Request, No Additional Charge
Chairs (QTY: 100) 6' Rectangular Table (QTY: 16) Square Cruiser Tables (QTY: 4) Serving Bar (QTY: 1) Wireless Internet

ADDITIONAL CHARGES

AV Equipment Renters may bring their own equipment, as WAHC has a simple PA system for meetings only.	
Digital Projector (QTY:1) Screen (QTY: 1) Speakers (QTY: 2) Microphones (QTY: 4) Podium (QTY: 1)	\$50 \$25 \$50/ea \$10/ea \$25
Facilities and Staffing	
Storage Fee: Deliveries of supplies must take place on the business day immediately preceding the event. Supplies can be picked up the day immediately following the event. Additional charges will apply otherwise	\$100
Incomplete Clean-Up	\$150
Exceeding End Time: This fee applies when the event runs beyond the 15-minute grace period following the confirmed event end time.	\$25/per 15 minutes past grace period
Damage to Building and/or Contents	As incurred, and according to repair costs
Alcohol Served	
The renter is responsible for acquiring a Special Occasions Permit 30 days prior to the event. The permit must be shown to WAHC prior to the event.	\$50

RENTAL POLICIES

Property and Contents

The renter must understand that the primary purpose of the Custom House is as a community museum, and as such the space and its contents must be considered when setting up the space. The renter is responsible for any damage to the building and its contents, as well as the behaviour of their guests.

The renter is responsible for all clean-up, including putting garbage, food waste, recycling etc into the appropriate receptacles. Failure to do so will result in a building cleaning fee charge (refer to additional charges above). The building should be left as it was received.

Cancellation Policy and Booking Confirmation

Bookings are confirmed once a 50% deposit has been received, based on the in and out times submitted. Cancellations less than 14 days' notice will forfeit the 50% deposit.

Cancellations made up to 14 days before the booking will be refunded 75% of the deposit.

WAHC reserves the right, through its agent(s) to cancel a rental agreement, close any function for failure to observe all conditions of the permit, and/or retain full or portions of the deposit.

Food and Third-Party Services

Third party service providers (entertainers, caterers, party rental equipment, etc.) must be approved by WAHC and additional requirements may apply including proof of commercial insurance at the discretion of WAHC.

Any sales and/or catering and food distribution must be approved by the Facilities Coordinator in advance of the event.

Food distribution must follow the City of Hamilton Health department guidelines. Additionally, under NO circumstances does WAHC allow food preparation or cooking on site. All caterers are required to bring all food prepared and cooked or alternatively bring a mobile kitchen.

Licensed Events

All licensed functions are required to provide proof of:

A valid liquor license - Special Occasions Permit (SOP)

Bartenders (ratio 1:100 patrons) with a Smart Serve certificate

Set Up and Signage

Decorating and takedown must be included in your booking time request. Should food service be a part of the booking, caterers must remove all food waste, dirty dishes, cutlery etc. by the end of the booking time. Any other external rentals stored on site will be charged a storage fee – please refer to the rental rates sheet. All renters must adhere to the [Decoration Dos and Don'ts](#) for information on what is allowed with regards to decorating our space.

Event information including event times and amenities needed is to be completed and returned to the Facilities Coordinator a minimum of four weeks prior to the rental.

COVID Protocols

Masks continue to be mandatory within our space during our open hours, and are mandatory for event rentals that take place during WAHC's public hours of operation.