

Ermatinger • Clergue National Historic Site



WEDDING INFORMATION PACKAGE



Celebrate your future with a step back in time. From ceremony to beautiful tented reception on the grounds of one of our City's most notable historic sites, the Ermatinger Clergue National Historic Site is the perfect location for your wedding and reception.





If the fieldstone gathered almost two hundred years ago to build the Ermatinger Old Stone House could talk, it would tell stories steeped in adventure and intrigue. It has witnessed the rich and turbulent times of the fur trade, felt the aches, pains and joys of early pioneer life along the St. Mary's River; and played host to prominent local and national personalities.

Ermatinger • Clergue National Historic Site

99 Foster Dr.
Sault Ste Marie, On
P6A 5X6
(705) 759-5443
www.ECNHS.ca
old.stone.house@cityssm.on.ca

Weddings

The Ermatinger • Clergue National Historic Site and grounds, offers couples with a unique opportunity to exchange their wedding vows at a notable location within our City.

The Ermatinger Old Stone House and Clergue Blockhouse offer couples the chance to experience the romance of an earlier time. Both buildings have been lovingly restored. They depict the domestic and

professional lives of Charles Oaks Ermatinger, his family and other respected residents who lived in the house between 1808 – 1870 and of Frances Hector Clergue between 1895 – 1905.

Ermatinger Old Stone House

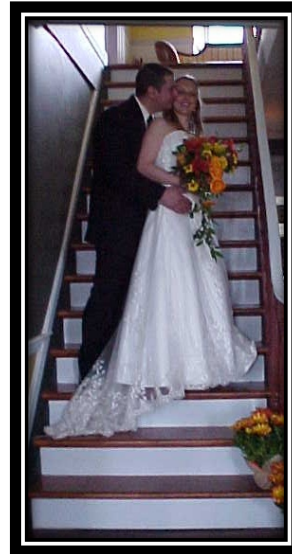
This building is the oldest house northwest of Toronto. Built 1812-1814 by Charles Oaks Ermatinger when Sault Ste Marie was a small fur trading post, the house quickly became the centre of the Sault's business and social life. Constructed of rough cut fieldstone this is a classic

example of a vernacular Georgian style house incorporating the stylistic principles of a well-

proportioned, balanced and symmetrical façade. It was noted by such visitors as Lord Selkirk, Anna Jameson, Paul Kane and George Catlin. Today it is a museum interpreting the fur trade era in Sault Ste Marie and Northern Ontario.

Clergue Blockhouse

The blockhouse was originally located on St. Mary's Paper Inc. property on Huron Street. It was moved to its new location in November of 1996 to save it from demolition. The Blockhouse provides a unique link to Sault Ste Marie's past. The lower part, built in 1819 of fieldstone, is the remains of the powder magazine of the Northwest Fur Co. and the only surviving building of the Fort. The second storey was built at the turn of the 20th century. It served as a bachelor apartment for Francis Hector Clergue, from which he directed his industrial empire.





Cost/Payment

Ceremony Only & Photographs

\$200.00 + applicable taxes

Wedding & Reception

\$500.00 + applicable taxes

Cash Bar available as the Site is Licensed

Supervisory Fees – for after hours (added to basic rental rate)

\$20.00/hour+ applicable taxes

Bookings must be made at least 45 days in advance of your wedding date and is subject to availability.

Fees must be paid in full 15 days in advance of the wedding date.

A minimum of one week’s written notice must be provided in the event of cancellation. If there are unforeseen

circumstances which cause a cancellation after this time, the Historic Sites Board reserves the right to keep all applicable fees.

Contracts

The *Site Use Request Form*, *Site Use Contract* and *Save Harmless/Indemnity and Insurance Form* must be returned to the Curator 30 days in advance of the wedding date. Failure to return these contracts in time will render this contract null and void. A \$ non-refundable deposit is due with the signed contracts. This deposit may be used for up to 2 years in the event that you may need to postpone or reschedule your wedding date.

Wedding receptions required to have \$2,000,000 third party liability insurance coverage, provided by the users and which must be approved by the Historic Sites Board. Liability insurance is not required for wedding ceremonies.

A copy of insurance must be presented to the Curator along with the signed contracts.

A meeting will be arranged two weeks prior to the event date. The Curator or representative and the user’s group representative (bride, groom, contact person, photographer, and event planner) will review responsibilities, restrictions, photography while using the site.

Responsibilities

Site

The Curator will insure that all fees and contracts are up to date and signed by the user.

The Curator or designated staff will be present for all activities including set up, take down and a rehearsal evening.

The Curator or designate must approve any interior or exterior signage/decorations for the event to ensure it will not cause any damage to the Site.

Site staff will supervise the installation of tents and chair. Rental businesses will have to apply one month prior - for the “call before you dig” land locates.

If the group requires a security guard or supervisory or staff (for after hours) to be present during the event arrangements will be made and expenses will be charged to the user group.

A pre and post wedding site inspection will be completed (at the 2 week meeting between the Site and user group prior to the event) documenting the state of the Site.

Some tables and chairs are available for a rental fee.

The Historic Site Board is NOT LIABLE for any damage to or loss of any property or equipment brought into the facility in conjunction with the event.

Group

The user must identify a contact person to act on behalf of the user. This person is responsible for:

- the rental and transportation/set up and take down of all moveable equipment i.e. chairs, tables, dishes, PA systems etc. and decorations. These items must abide by the limitations of the Site in order to preserve the integrity of the Site and not to cause damage.



- The conduct of all other group members and must be present during the event as well as the 2 week meeting prior to the event.
- Must report any damage or other problems to the Curator or designated staff immediately.
- Acquire all necessary permits for the event i.e. liquor license and any other special permits.
- Arrange line locates with Bell Canada, PUC, and Union Gas at least 15 days prior to wedding

**Damage to any object or feature of the buildings or

property by a user will be the ENTIRE and UNCONDITIONAL financial responsibility of the user. The City will make the necessary repairs or replacements. Fees for repairs shall be borne by the user.

**** The contact person must ensure the Site is returned to the state it was prior to the event.**

Restrictions

- Displays, signage, floral arrangements or decorations etc. must be of a type that will not damage or deface the premises.
 - No user will be allowed behind roped off areas within the buildings or handle any objects within a restored area unless approved by the Curator or designated staff.
- Absolutely NO FOOD or DRINK shall be taken into any restored area under ANY circumstances. The Summer Kitchen is the only interior space where this is allowed.
- NO SMOKING or vaping - not allowed on the grounds as per the Smoke Free Ontario Act and also preserves the integrity and heritage of the buildings and grounds. Smokers wishing to smoke MUST leave the grounds to our parking lots.
- Damaging footwear will not be permitted i.e. spiked, high heeled shoes. This is not only

to prevent damage to the floors of both heritage buildings but also for the health and safety of the individual.

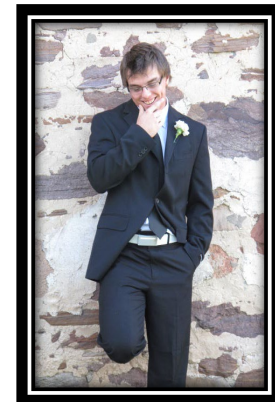
- Confetti or rice is not to be thrown in the buildings or the Site grounds.
- The number of people in the buildings/rooms must meet and be adhered to the Building and Fire regulation numbers.

Food/Drink

Outside caterers will be allowed on site if prior arrangements are made and must meet all Algoma Health Unit requirements.

The serving of alcohol is restricted to areas within the Site fencing.

Alcohol is prohibited in all restored areas of the buildings.





Ermatinger•Clergue National Historic site
SITE USE REQUEST FORM - WEDDINGS

Date(s) and Time(s) of Event: _____

Anticipated Attendance: _____

Time required for set up: _____

Time required for takedown: _____

Do you intend to provide any alcohol or food at this event? Please specify:

Event Contact Person Name: _____

Address: _____ Postal Code: _____

Phone: (Home) _____ (Work) _____

E-Mail: _____



Ermatinger•Clergue National Historic site
SITE USE CONTRACT - WEDDINGS

Contact Name: _____

Address: _____

Phone Number: _____ Postal Code: _____

Fax: _____ E-Mail: _____

Reason for Use: _____

Date Requested: _____ Time: _____

Number in Group: _____ Fee: _____

Additional Information (i.e., Liquor License, Wheelchair Access, use of the buildings for filming). The site is historical and the furnishings are "artifacts" and must be preserved. Please attach any additional information with as much detail as possible. Staff can also use the attached page for a detail description regarding the event and conditions and responsibilities.

I fully understand and agree to the conditions as noted herewith, and assume full responsibility for any damage, which may occur.

_____ Date

The above-noted group or individual is given permission to use the Ermatinger Clergue National Historic Site for reasons noted above. The Ermatinger Clergue National Historic Site will provide equipment as requested, all costs to be borne by the User Group.

Ermatinger•Clergue National Historic Site/Position

Date

Program Deposit: _____ Date Paid: _____

Balance: _____ Date Paid: _____

Signature: _____

Permit Holder

Date



Ermatinger•Clergue National Historic Site
SAVE HARMLESS/INDEMNITY AND INSURANCE

The user _____ hereby indemnifies and hold the City harmless from all actions, suits, claims, and demands and from all loss, costs, charges and expenses, including legal expenses, which may be brought against or made upon the City by the user and any third party whatsoever or which may be incurred, sustained or paid by the City in consequence of the performance or non-performance of obligations arising pursuant to this Agreement or in consequence of the Ermatinger•Clergue National Historic Site.

The user _____ will respond to and defend all Claims on the City's behalf regardless of the *user* _____ perception or opinion of liability or negligence in relation to a third party alleging a claim.

The *user* _____ shall maintain throughout the term of this Agreement, liability insurance satisfactory to the City in which the *user* _____ is named insured with respect to the obligations expressed in this Agreement, in amounts equal to or in excess of the following minimum requirements and shall file with the City (Site) a Certificate of Liability Insurance.

Signature

Date



Ermatinger • Clergue National Historic Site

Check List

Book Date – min 45 days in advance

Site Use Request Form and Site Use Contract - 30 days prior to event

Save Harmless/Indemnity and Insurance Form (*receptions only*) - 30 days prior to event

\$ Deposit – 30 days prior to event

Appoint Contact Person for user group

Remainder of the Cost – 2 weeks prior

Site Meeting – 2 weeks prior (review responsibilities, restrictions, needs)

Line Locates – Bell Canada, PUC and Union Gas

Rehearsal – within the week prior

Set –up/Take down – (morning of/immediately after)