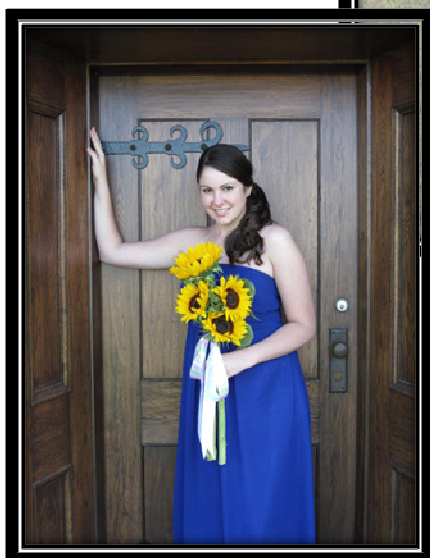


## Ermatinger•Clergue National Historic Site

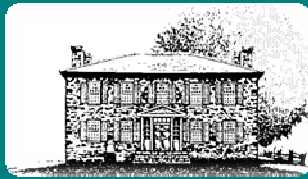


# WEDDING

## 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

P.O. Box 580  
99 Foster Dr.  
Sault Ste Marie, On  
P6A 5N1  
(705) 759-5443  
[www.ECNHS.ca](http://www.ECNHS.ca)  
[old.stone.house@cityssm.on.ca](mailto: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

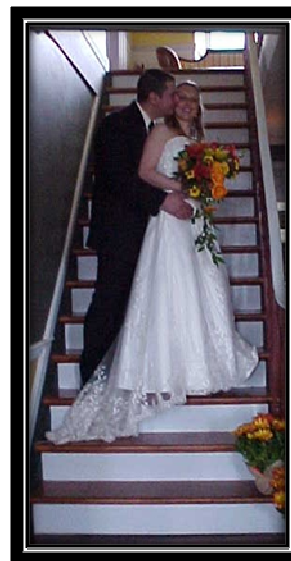
fieldstone this is a classic example of a vernacular Georgian style house incorporating the stylistic principles of a well-proportioned, balanced and symmetrical façade.

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 20<sup>th</sup> century. It served as a bachelor apartment for Francis Hector Clergue, from which he directed his industrial empire.





## Cost/Payment

### *Ceremony Only*

**\$200.00 + applicable taxes**

### *Photography*

**\$200.00 + applicable taxes**

### *Ceremony & Reception*

**\$450.00+ applicable taxes**

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

**\$10.00/hour+ applicable taxes**

\*\*\*\*\*

Bookings must be made at least 45 days in advance if 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 \$25.00 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.

*(Refer to section 5.0 Contracts and Fees of the Building Site Use Policy for more details)*

## 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.

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 – any noticeable issues will be documented with digital images.

The Site DOES NOT provide moveable equipment i.e. chairs, tables, dishes, PA systems etc.

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. A 10% administrative surcharge will be added to the cost of such repairs or replacements and 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 is 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.
- 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.

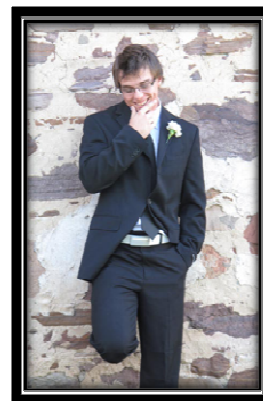
- Confetti or rice is not to be thrown in the buildings or the Site grounds.
- The number of people in the buildings/rooms must meet and be adhered to the Building and Fire regulation numbers.

## 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 the Summer Kitchen. If alcohol will be served, the user group must obtain a Special Occasion Permit from the L.C.B.O. and comply with the City of Sault Ste. Marie Alcohol Risk Management Policy - Community Services and Public Works and Transportation Departments. The Site requires a copy of your Special Occasion Permit and it must be posted at the event. No alcohol will be permitted until this copy is received.

Alcohol is prohibited in all other areas of the site.





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:

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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.

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Signature

Date



Ermatinger•Clergue National Historic Site

## Check List

|   |                          |
|---|--------------------------|
| Book Date – min 45 days in advance  | <input type="checkbox"/> |
| Site Use Request Form and Site Use Contract -30 days prior to event                                       | <input type="checkbox"/> |
| Save Harmless/Indemnity and Insurance Form<br><i>(needed for receptions only)</i> -30 days prior to event | <input type="checkbox"/> |
| \$25.00 Site Deposit – 30 days prior to event   | <input type="checkbox"/> |
| Appoint Contact Person for user group   | <input type="checkbox"/> |
| Remainder of the Cost – 2 weeks prior   | <input type="checkbox"/> |
| Site Meeting – 2 weeks prior <small>(review responsibilities, restrictions, needs)</small>                | <input type="checkbox"/> |
| Line Locates – Bell Canada, PUC and Union Gas   | <input type="checkbox"/> |
| Rehearsal – within 1 week prior   | <input type="checkbox"/> |
| Set –up/Take down – (morning of/immediately after)  | <input type="checkbox"/> |