

The Application Process

Applications must be submitted to the Richmond Hill Community Services Department for review, approval and final scheduling (refer to contact information on back). Applicants will be notified of their permit status and, if approved, issued a rental contract by the Town staff. Please see Rental Application for more information.

Eligibility Criteria

Applicants wishing to participate in the program must use facilities for the arts. Examples of programming may include, but are not limited to the following:

- Individual and group art exhibitions or sales
- Artifact or historic displays
- Craft shows or sales
- Cultural heritage displays
- Short-term studio art lessons, clinics or workshops
- Outdoor art-in-the-garden exhibitions or sales
- Outdoor receptions to compliment indoor programming
- Individual applicants must be 18 or older. Group applicants must designate an individual who is at least 18 to assume contractual responsibility for the rental.

Proposals should encourage some level of community participation in art, culture or heritage activities.

Permit holders will be expected to comply with the Richmond Hill's Terms and Conditions of Use for the facility and adhere to the mandatory Health and Safety and Town By-law requirements.

Open Hours

It's necessary to adhere to the opening and closing hours of operation. Permit holders may operate their show only between the hours of 9 a.m. and 10 p.m., unless otherwise requested and approved on the permit.

Boynton House & Tom Graham Arena

Richmond Green Park & Sports Complex

1300 Elgin Mills Road East
Richmond Hill, Ontario
L4S 1M5



For more information about booking the Boynton House Art Space, email michelle.zikovitz@richmondhill.ca. Rental requests are subject to availability and a successful application.

Phone: 905-787-1441, ext. 222

Fax: 905-787-1847

RichmondHill.ca/BoyntonHouse



BOYNTON HOUSE Art Exhibition Space

The Richmond Hill Art Exhibition Space Rental Program was created to provide artists access to properly equipped Town facilities and their grounds for self-generated art exhibits and shows.



History of the Boynton House

The Boynton House dates back to 1875 and is recognized as a historic site designated under the **Ontario Heritage Act**. It is a good example of a classic Ontario farmhouse, with a steep centre gable decorated with curvilinear bargeboards (gingerbread trim) and a gothic window with interlacing tracery. The exterior of the patterned brick house has seen little alteration since T.F. Boynton's time. An Edwardian Classic style veranda was added by his son, Thomas Edward in the early 1900s. The Boynton farmhouse stands on its original site in the midst of the Richmond Green Park, and is a reminder of the site's early history.

Amenities

- All four rooms are equipped with tracking and picture hanging systems. Permit holders are welcome to bring in their own easels and display features.
- Lighting is incandescent track lighting. The Program Room is also equipped with fluorescents.



- The Program Room is wheelchair accessible.
- There is a kitchen that includes a sink and refrigerator.
- Rooms have electrical outlets to accommodate low voltage appliances.
- One washroom is available on the main floor.
- There is ample parking at the Richmond Green Sports Complex.
- An outdoor park setting surrounds the Boynton House.

Site Capacity

Maximum indoor capacity: 60 people with chairs only; 48 people with tables and chairs. Capacity is for the program room only. Meeting space is restricted to the Program Room, while other rooms are available for art display and viewing.



Room Measurements:

Program Room - 30' x 19'

Front West - 14' x 14'

Front East - 14' x 14'

Back West - 9' x 10'



Receptions

Receptions that meet site capacities may be hosted at the Boynton House in conjunction with arts events. Customers wishing to serve alcohol at receptions must acquire a Special Occasion Permit from the Liquor Control Board of Ontario (LCBO) at least two weeks in advance. Proof of the Special Occasion Permit must be provided to the Town at this time.

Event Furniture

Stackable chairs and collapsible tables are available through the Town by request at the time of booking. Art Grids are also available for rent.

Security and Insurance

The Facility Operator will unlock and lock the House for the permit holder for the times specified on the permit. Permit holders must provide proof of liability insurance and it is highly recommended that users acquire the appropriate insurance for artwork, artifacts and objects of value for the duration of their display on Richmond Hill property.

Additional Exhibition Space

Located near the Boynton House in the Tom Graham Arena, the Program Meeting Room provides a great facility for small and short-term art exhibitions. This modern facility is equipped with ceiling pot lights, adjustable spotlights and display ledges.

