

Mackie Lake House Wedding Rental Agreement



Mackie Lake House

7804 Kidston Road
Coldstream, BC V1B 1S2

250-545-1019

mackiehouse@shaw.ca

www.mackiehouse.ca



Congratulations on your upcoming wedding and thank you for your interest in Mackie Lake House. We are a designated heritage home located on the shores of Kalamalka Lake. Our wedding ceremonies are held on the expansive lawn overlooking the lake, framed by two very impressive and old Linden trees.

The grounds can easily accommodate up to 200 people for an outdoor wedding. House access is restricted to the bride and her attendants and washroom use. Parking is limited so guests are asked to use the driveway for drop off only and to park on Linden Drive and designated parking areas. We encourage all prospective wedding clients to make an appointment to view the property before booking.

Planning a small intimate event for less than 40 people? Please ask about options for hosting the event using the House.

We are environmentally conscious and require that your event leaves no footprint behind. Details are included in this package.

A tour option has been developed and can be offered for guests who are interested in viewing the Mackie Lake House. Please ask for details if you are interested in this option. We look forward to answering any questions you may have.

Sincerely,

Christine

Christine Kashuba
Manager



Mackie Lake House

Mackie Lake House Wedding Rental Agreement

NAME _____ (“Renter”)

EVENT TYPE: _____

EVENT DATE: _____ # GUESTS: _____

NAME OF HONOREE(s) (if different than “renter”): _____

ADDRESS: _____

City _____ Prov _____ PostalCode _____

PHONE: _____ ALTERNATE PHONE: _____

EMAIL: _____

EVENT DETAILS: _____

TOTAL RENTAL TIME: _____ (hours) REHEARSAL TIME: _____

SETUP TIME: _____ EVENT TIMES _____ AM/PM to _____ AM/PM

CATERER NAME: _____

CATERER CONTACT INFO: _____

NEW (FUTURE) ADDRESS:

MLH Manager Info

Event Date: _____

Time: _____

Insurance: _____

Caterer: _____

Serving it Right: _____

For office use only

Rental Fee: _____

Kitchen Fee: _____

Damage Deposit: _____

Cleaning Fee: _____

Total Fee: _____

-Deposit _____

Balance: _____

Payment #1

Amount: _____

Date: _____

Method: _____

Conf #: _____

Payment #2

Amount: _____

Balance _____

Date: _____

Method: _____

Conf #: _____

The Mackie Lake House Foundation is dedicated to preservation of the buildings, grounds, furnishings and related history of Mackie Lake House for the enjoyment and education of the public. The Board of Directors, Management, Staff and Volunteers sincerely appreciate the respect of this property and offer all our guests the utmost in hospitality

Mackie Lake House Wedding Rental Agreement

TERMS AND CONDITIONS

Wedding fees are \$900 for a 5 hour rental including set up and take down, any additional time required is billed at \$175/hour.

Wedding and Reception fees are \$1200 for a 5 hour rental including set up and take down, any additional time required is billed at \$175/hour. A Kitchen Use Agreement is required for kitchen use.

Bookings must be accompanied by a \$300 deposit which is non-refundable

Final payment is due and payable 14 working days prior to the event.

1. Mackie Lake House is a registered heritage site. For this reason no one is permitted to alter or customize any part of the property for his or her event. No material may be attached, affixed, tacked, stapled or taped on the walls, doors, or any part of the interior of Mackie Lake House.
2. The “renter” is required to have special event \$2,000,000 liability insurance rider naming Mackie Lake House Foundation as the additional insured. This can be obtained through a broker of your choice.
3. Individuals who have the “Serving It Right” certificate must be engaged when liquor is served. A Special Event Permit is required and must be delivered to Mackie Lake House one week prior to the rental. Homemade alcoholic beverages are not permitted on the property. *The “renter” is legally responsible for the safety of the guests returning home. **Initial:** _____
4. Events must end no later than 10:00 pm. The “renter” will be charged for (a) overtime incurred in excess of the rental period, (b) any breakage, damage to furniture or property and extraordinary cleaning as a result of the rental.
5. Trash removal including the removal of all decorations, boxes, cardboard, and empties is the responsibility of the “renter”.
6. Caterers engaged for food service must be licensed and approved by the Mackie Lake House Manager.
7. Mackie Lake House is not responsible for the loss of property belonging to participants of any rental event held at the Mackie Lake House.
8. The “renter” undertakes to clear the building and grounds of all people associated with the function at the end of the rental, and to ensure that guests and all persons associated with the rental depart from the house and grounds quietly and with respect for the neighbors.
9. If, due to unforeseen circumstances, Mackie Lake House finds it necessary to cancel this Agreement, it may do so and the liability of Mackie Lake House shall be limited to the return of the paid deposit less the \$100 non refundable portion.
10. If at any time during the rental covered by this agreement, in the opinion of the Mackie Lake House Manager the behavior of the guests is such as to endanger the Mackie Lake House premises, the Mackie Lake House may immediately terminate the rental agreement.
11. The “renter” agrees to pay a damage deposit of \$500 refundable upon inspection of the premises and a non-refundable cleaning fee of \$50. **Initial** _____.

I (“renter”) agree to the terms and conditions listed above.

Date: _____

Mackie Lake House Foundation per: _____

Signed: _____

Renter

Mackie Lake House Manager

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