

MACKIE LAKE HOUSE Rental AGREEMENT

For office use only

NAME: _____ (“Renter”)

ADDRESS: _____

PHONE: _____ EMAIL: _____

EVENT DATE: _____ # GUESTS: _____

(“Event”)TIME: _____AM/PM to _____AM/PM (Including Set Up/Tear Down)

CATERER CONTACT INFO: _____

EVENT DETAILS: _____

Event Date:

Time:

Total Fee: _____

Deposit _____

Date: _____

Balance _____

Date:

Caterer:

Insurance:

Serving it right:

Special Occasion:

TERMS AND CONDITIONS

Bookings must be accompanied by a **\$100.00 non-refundable deposit.**

Rental fees are \$100 per hour including set up and take down.

Kitchen use fee is an additional \$50 as detailed in the Kitchen Use Agreement

Final payment is due and payable 14 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 MLH.
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 Occasion License 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 MLH 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 MLH Manager the behavior of the guests is such as to endanger the MLH premises, the MLH may immediately terminate the rental agreement.

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

Date: _____

Mackie Lake House Foundation per:

Signed: _____

Renter

Mackie Lake House Manager

Mackie Lake House Foundation

7804 Kidston Road

Coldstream, BC V1B 1S2

Phone: 250-545-1019

Email: mackiehouse@shaw.ca

www.mackiehouse.ca

The Mackie Lake 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