



MACKIE LAKE HOUSE

Wedding Rentals

Congratulations on your upcoming wedding and thank you for your interest in Mackie Lake House as your wedding venue. Mackie Lake House is a designated heritage home located on a large property overlooking Kalamalka Lake. Wedding ceremonies for up to 200 people can be held on the expansive lawn, surrounded by beautiful gardens and the shade of an impressive old Linden tree.

Designated rooms on the main floor of the House are reserved for the bride and her attendants. The groom and his attendants are welcome to gather on the screened verandah.

If your wedding will be a small, intimate event, please feel free to call to discuss options for using the House and Grounds

Striving to be environmentally conscious, we require that your event leaves no footprint behind. Pets are only allowed as part of the wedding party with prior approval.

We encourage all prospective wedding clients to make an appointment to view the property before booking.

Mackie Lake House Foundation



7804 Kidston Road
Coldstream, BC
V1B 1S2
250-545-1019
www.mackiehouse.ca

Event Date: _____

Mackie Lake House Rental Agreement

Ceremony wedding fees:

- Up to 40 people - \$1000
- 41 to 99 people - \$1200
- 100 to 150 people - \$1400
- 151 to 200 people - \$1600

Ceremony and Reception fees:

Regardless of wedding size, \$10 per person in addition to basic ceremony fee.

Ceremony fees are for a 5 hour rental. Ceremony and Reception Fees are for a 7 hour rental. Any additional time required is billed at \$200 per hour.

Other charges may include: parking, washroom rental, and kitchen use.
A non-refundable deposit of \$500 is due with the deposit upon booking
Final payment is due and payable 30 days prior to the event.

NAME _____ ("Renter")

EVENT TYPE _____ EVENT DATE _____

NAMES OF BRIDE AND GROOM _____

ADDRESS _____

City _____ Prov _____ Postal Code _____

PHONE: _____ ALTERNATE PHONE _____

EMAIL: _____

GUESTS: _____ REHEARSAL DATE & TIME: _____

SETUP TIME _____ AM/PM to _____ AM/PM

EVENT TIME _____ AM/PM to _____ AM/PM

TAKE DOWN TIME: _____ AM/PM to _____ AM/PM

TOTAL RENTAL TIME:
_____ (hours)

CATERER NAME _____

CATERER CONTACT INFO _____

EVENT NOTES : _____

NEW (FUTURE) ADDRESS:

Event Date: _____

Mackie Lake House Rental Agreement

TERMS AND CONDITIONS

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 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.
4. If additional parking is needed, the renter will reserve, through Mackie Lake House manager, Kidston Elementary School parking lot for an additional fee of \$100.
5. 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.
6. Trash removal including the removal of all decorations, boxes, cardboard, and empties is the responsibility of the “renter”.
7. Caterers engaged for food service must be licensed and approved by the Mackie Lake House Manager.
8. Mackie Lake House is not responsible for the loss of property belonging to participants of any rental event held at the Mackie Lake House.
9. 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.
10. 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 a \$100 administrative fee.
11. 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.
12. The “renter” agrees to pay for any damages deemed to have occurred as a result of misuse of the property.

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

Date: _____

Mackie Lake House Foundation per: _____

Signed: _____

Renter

Mackie Lake House Manager

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

<p>Mackie Lake House Foundation 7804 Kidston Road Coldstream, BC V1B 1S2</p>	<p>Phone: 250-545-1019 Email: mackiehouse@shaw.ca www.mackiehouse.ca</p>
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Please Complete both sides of this form