



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.



2022 Mackie Lake House Wedding Agreement

NAME _____ (“Renter”)
EVENT: _____
EVENT DATE: _____ # GUESTS: _____
NAME OF HONOREE(s) (if different than “renter”):

ADDRESS: _____
City _____ Prov _____ PostalCode _____
PHONE: _____ ALTERNATE #: _____
EMAIL: _____
EVENT DETAILS: _____

SET UP 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)
REHEARSAL TIME: _____
CEREMONY TIME: _____
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: _____
Add Hrs: _____
Kitchen Fee: _____
Parking Fee: _____
Other Fees: _____
Total Fees: _____
-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.

2022 Mackie Lake House Wedding Agreement

Ceremony wedding fees:

Up to 40 people - \$1200
41 to 99 people - \$1400
100 to 150 people - \$1600
151 to 200 people - \$1800

Ceremony and Reception fees:

Regardless of wedding size, \$5 per person in addition to basic ceremony fee.

Ceremony fees are for a 5 hour rental.

Any additional time required is billed at \$240 per hour.

Other charges may include: parking, washroom rental, and kitchen use.

A non-refundable deposit of half the total wedding fees is due with the deposit upon booking

Final payment is due and payable 30 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 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. Events must end no later than 10:00 pm because we are located in a residential area. 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 Foundation may immediately terminate the rental agreement.
11. The “renter” agrees to pay for any damages deemed to have occurred as a result of misuse of the property.
12. 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

250-545-1019

mackiehouse@shaw.ca

www.mackiehouse.ca