

Mackie Lake House 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) SETUP TIME: _____

EVENT TIMES _____ AM/PM to _____ AM/PM

CATERER NAME: _____

CATERER CONTACT INFO: _____

NOTES:

MLH Manager Info

Time: _____

Staff: _____

Insurance Y / N _____

Caterer Y / N _____

Serving It Right Y / N _____

For office use only

Rental Fee: _____

Add Hrs: _____
at \$5 pp _____

Kitchen Fee: \$150
Parking: \$150
Kidston Booked: Y / N
Admin Fee: \$100
Security Deposit: \$500

Total Fee: _____

Deposit:

Payment #1
Amount: _____
Date: _____
Method: _____
Conf #: _____

Balance _____

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

TERMS AND CONDITIONS

Mackie Lake House Rental Agreement

Bookings must be accompanied by a **non-refundable deposit of half the total booking**.
Rental fees are \$200 per hour **including set up and take down** (must be discussed with Manager)
Minimum 4 hour booking
Kitchen use fee is \$150 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 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. **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. No overnight parking on site or in rental parking lot after the event.
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.

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
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Coldstream, BC V1B 1S2
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