

# Mackie Lake House WEDDING CEREMONY Rental Agreement 2023

**Fees are dependent upon the size of the wedding. Mackie Lake House is a Ceremony Venue ONLY.**

These fees are for a 5 hour rental, any additional time required is billed at \$240 per hour.

A Non-refundable deposit of half the total wedding fees is due upon booking.

Ceremony Wedding Fees

Up to 40 people - \$1,400

41 to 99 people - \$1,600

100 to 150 people - \$1,800

151 to 200 people - \$2,000

Other charges may include: parking, kitchen use, security deposit and administration fees

Final payment is due and payable 30 days prior to the event.

NAME

\_\_\_\_\_

ADDRESS: \_\_\_\_\_

City \_\_\_\_\_ Prov \_\_\_\_\_ PostalCode \_\_\_\_\_

PHONE: \_\_\_\_\_ ALTERNATE PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

EVENT DETAILS: \_\_\_\_\_

\_\_\_\_\_

REHEARSAL TIME: \_\_\_\_\_ TOTAL RENTAL TIME: \_\_\_\_\_ (hours)

SETUP TIME: \_\_\_\_\_ AM/PM to \_\_\_\_\_ AM/PM

EVENT TIME: \_\_\_\_\_ AM/PM to \_\_\_\_\_ AM/PM

TAKE DOWN TIME: \_\_\_\_\_ AM/PM to \_\_\_\_\_ AM/PM

CATERER NAME: \_\_\_\_\_

CATERER CONTACT INFO: \_\_\_\_\_

NEW (FUTURE) ADDRESS:

\_\_\_\_\_

\_\_\_\_\_

**MLH Manager Info**

Time: \_\_\_\_\_

Staff: \_\_\_\_\_

Insurance

Caterer

Serving it Right

**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 \_\_\_\_\_

**Balance:** \_\_\_\_\_

**Payment #2**

Amount: \_\_\_\_\_

Date: \_\_\_\_\_

Method: \_\_\_\_\_

Conf #: \_\_\_\_\_

## Mackie Lake House WEDDING CEREMONY Rental Agreement 2023

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, or on exterior trees or fencing.
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. If additional parking is needed, the renter will reserve, through Mackie Lake House manager, Kidston Elementary School parking lot for an additional fee of \$150. Vehicles **cannot** be left overnight either at Mackie Lake House or Kidston Elementary parking lots.
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. **Overtime will be charged by the grounds rental rate and clean-up charges will be \$50/hour.**
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.
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 a deposit of \$500 refundable upon inspection of the premises and a non-refundable administrative fee of \$100. If further clean up is necessary it will be charged out at \$50 per hour and any overages on ceremony time lines will be taken from the \$500 deposit.

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.

**Mackie Lake House Foundation**  
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Coldstream, BC V1B 1S2

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