

## **Rental Agreement**

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*Dear Potential Renters.*

*First and foremost, you must remember that we are a Heritage Site. The Site must be respected and looked after appropriately. You are renting a piece of history to hold your event and with that comes some rules.*

**FEES:** To rent Chapel: \$100.00 damage deposit and \$300.00 rental fee.

To rent outside space: \$100.00 damage deposit and \$450.00 rental fee.

*\*Damage deposit cheque will be deposited into the bank upon receipt. After the event is over and you have cleaned up the area, we will write you a cheque to reimburse you for the full amount if no damages have occurred.*

### **PAYMENT**

Please submit your damage deposit when booking is made to reserve and confirm your intent to rent. Rental fee can also be paid at this time if you wish. **RENTAL FEE** is required two weeks prior to when your event takes place e-transfer [heritagesite108@gmail.com](mailto:heritagesite108@gmail.com). If payment is not received the 108 Heritage Site will take this to mean you are no longer interested in booking the Site unless other arrangements have been made.

Payment cheques can be mailed to **PO BOX 225, 108 MILE RANCH, V0K 2Z0** with the **signed and completed rental agreement**, or, completed agreements can be emailed to [heritagesite108@gmail.com](mailto:heritagesite108@gmail.com) with a cheque to follow by mail to secure your date. If you wish to pay in cash, please call and make arrangements with the Caretaker to meet.

### **RENTAL CONDITIONS**

**NO SMOKING** in the area of the 108 Heritage Site for your event. Please go out to lake trail or the boulevard

- **NO** rice or confetti in the Chapel please.
- **ONLY** masking tape is to be used for decorating in the Chapel.
- **FIRE EXITS** must be kept clear when using the Chapel.
- **CLEANING UP AFTER:** Remove all decorations and lights that are yours. Make sure any rental equipment will be picked up in a timely manner. If you wish to clean up the day after please let the 108 Heritage Site know and this can be arranged.

**FAILURE TO COMPLY WITH THESE CONDITIONS WILL RESULT IN YOUR DEPOSIT BEING WITHHELD**

**PLEASE BE ADVISED:** There are two outhouses installed next to the barn. These will also be checked for damages after your event.

Also required is 3<sup>rd</sup> Party Liability Insurance for your event. A **copy must be given to the 108 Heritage Site no later than three days before the event.** Failure to do this will result in your event being cancelled.

Please contact us at heritagesite108@gmail.com or call 250-791-5288 for more information regarding your event plans.

Name: \_\_\_\_\_

Date of use: \_\_\_\_\_

Time of use: From \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

Booking Clerk Initials - \_\_\_\_\_

Contact Number:

\_\_\_\_\_

Contact email:

\_\_\_\_\_

Renter Signature: \_\_\_\_\_

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

Date Deposit Paid: \_\_\_\_\_ Cash Cheque

Date Balance Paid: \_\_\_\_\_ Cash Cheque

Date paid e transfer: \_\_\_\_\_