

## **Rules and regulations governing facility**

### **BEACON HILL CHALET**

#### **Terms of rental**

- The individual signing the rental contract must be present throughout the rental period.
- The Lessee is not permitted to sublet any part of or all of the contract, to any person, company or association.
- The total payment must be received 10 working days prior to the rental date.
- The rental hours must be respected.
- Rental period must include set-up, decoration, take down and clean-up by the Lessee.
- The building closing times must be respected.
- Unless otherwise stipulated, the rental is for the indoor space only.
- The Lessee may be responsible for the set-up and take down of chairs and tables and any other equipment required.
- The Lessee is permitted to use the kitchen and appliances where available but must leave the area clean after use.
- The Lessee must have his/her own insurance.
- The Lessee is responsible for providing their own cutlery, dishes, serving ware, tablecloths, napkins, and other party supplies, not limited to these items, as they are not provided on site.
- The Lessee must respect all rules and regulations (see Rules and Regulations and By-laws governing Facility use).

#### **Fees and fines**

##### **Fees**

- Rental fee: The hourly rate charged for renting the facility.
- A minimum rental period may apply.
- Security deposit: A \$50 security deposit per event may be required.

##### **Payment of fees**

- An initial deposit of 20% of the total fee is payable on signing the contract. The total fee also includes the cleaning surcharge, if applicable.
- Final payment: The balance of payment is due 10 working days before the reservation date.
- Security deposit: Payable separately, by check, 10 working days before booking date, **WHEN REQUIRED.**

**Cancellation policy**

- Reservations cancelled 6 days or less before the event will incur fees of 100% of the reservation cost.
- Reservations cancelled 7 days or more before the event will incur fees of 20% of the reservation cost.