

REGINA MUNDI CORPORATION TERMS AND CONDITIONS

19309 Warden Avenue

Queensville, Ontario, L0G 1R0

Tel: 905-478-4264

Website: www.reginamundimagnificat.com

The following document, when signed by both parties, shall serve as a statement of understanding between Regina Mundi Corporation (Provider) and _____ (User) in the utilization of the facilities at Regina Mundi by the User and made available by the Provider in accordance with the terms and conditions set forth below:

Rates: Prices subject to change

- a. Villa St. Joseph (16 rooms, 2 beds per room). \$50.00 per person per night with linens provided but no towels. Minimum 12 room occupancy required. Two people must occupy one room.
- b. Villa St. Faustina (10 rooms, 2 beds per room) - \$50.00 per person per night with linens provided but no towels. Minimum 6 room occupancy. Two people must occupy one room.
- c. An additional charge of \$25.00 for each additional person sharing a room or staying overnight at any of the buildings is required. All beds must be occupied first.
- d. Jean Vanier hall – Can be used for spiritual retreat, conference, seminar and talks. Large conference room with tables and chairs, PA system, screen and projector. Can accommodate 150 to 200 people seating capacity. \$500.00 minimum fee for full day. Sanctuary available for Mass. (\$450 if other building will be used.)
- e. An additional of \$450.00 per day is required for the use of Villa St. Joseph's large kitchen and dining hall (400.00 if Villa St. Joseph rooms will be used); \$250 per day for Villa St. Faustina kitchen and dining room. It is the responsibility of the User to maintain the sanitary condition of the kitchen area including appliances. This includes, but not limited to mopping floors, cleaning the table tops, oven and stove. Trash must be disposed of properly in a secured plastic bag. NOTE: Trash bags are provided on first night.
- f. Fee for trailer: \$45.00 per night; tent fee: \$40.00 per night
- g. Supplies: We provide limited number of garbage bags, rolls of paper towel and toilet paper on the first night. Please bring additional supplies that you anticipate to need.

****Upon arrival, Provider and User representative go over the facility to be used.**

****Upon check-out, Provider and User representative go over the facility.**

Terms of Payment: A 50% deposit of the total rental fee plus a security deposit of \$500.00 required immediately with the signed contract. Balance must be made upon check-in plus 13% HST. 30% of total rental fee required in the event of cancellation – 6 weeks.

The security deposit is required for repair of damages and breakages incurred, extra clean-up, early check- in or late check- out and other logistic expenses that may result from the occupancy of the User and not covered in the rate described above. This shall be refunded fully or partially, depending on

whatever expenses that the Provider may incur or may have incurred. Any additional cost for materials must be paid.

In order that an accurate amount may be established, it is necessary that a total head count is submitted to the Provider representative.

The rental of Regina Mundi Retreat Centre facilities requires that users have Event Liability Insurance coverage to protect them and the Regina Mundi against any financial impact of claims associated with the use of the rental. As of January 2020, it is mandatory for rental users, groups and individuals to carry Event Liability Insurance when renting Regina Mundi facility. Regina Mundi Retreat Centre requires all renters obtain \$1 million Event Liability Insurance, including full participant coverage naming Regina Mundi Retreat Centre as additional insured.

The intention of the insurance coverage is to protect facility users from financial exposure resulting from claims that may result during their activity or event.

- h. **Note: No items must be transferred or moved from where they belong (bedrooms or dining hall). **Please do not use rooms or beds that are not accounted for during your stay or an additional fee will be required.**
- i. **Parking: Free parking fee.**
- j. **General Rules: Kindly make your members be aware of these rules.**
 - 1. **During weekdays, check in time is 8:30 a.m. and check out time is 5:00 p.m. During weekends (Friday, Saturday and Sunday), check in time is 4:30 p.m. Friday and check out time is 4:00 p.m. Sunday. During Saturday and Sunday, check in time is 8:30 a.m. Saturday and check out time is 4:00 p.m. Sunday. This must be observed or an extra charge would be required.**
 - 2. **Smoking is strictly prohibited inside the buildings.**
 - 3. **Nothing to be affixed to the wall. No tape, nails and thumb tacks of any kind to be used on the floor and walls of all the retreat villas, bedrooms, dining hall and Vanier Hall. Any damaged done on walls will be paid.**
 - 4. **Garbage must be kept in plastic bags and thrown in the commercial bin located at the very end of the parking lot (after) the Villa St. Faustina building.
*Please recycle: recycle bins are provided.***
 - 5. **We have a septic tank. It is important that paper towels and other related stuff must go in the garbage containers.**
 - 6. **It is very important that no cooking oil (grease), gravy and any oily food put in the kitchen sink. Putting oil in the sink will clog up the pipes. Kitchen facility must be cleared of leftovers.**
 - 7. **Damage incurred during occupancy must be reported immediately.**
 - 8. **Conserve. Turn off water taps and lights when not in use, especially the outdoor lights during the day. Ensure that all building main doors are closed as you enter or leave buildings.**

REGINA MUNDI RETREAT CENTRE

19309 WARDEN AVENUE, QUEENSVILLE, ON, L0G 1R0

Tel: 905-478-4264

Please affix your signature on the space below to certify that you have read, understood and agreed to the said terms and conditions.

FOR USER:

Date of Reservation: _____

FACILITIES REQUIRED: _____

Print Organization Name: _____

Contact Person's Name, Tel. No and email address:

Signature: _____ **Date:** _____

FOR PROVIDER:

Print Name: Regina Mundi Retreat Centre

Please return by mail the signed document as confirmation of your reservation with deposit enclosed to the attention of Annie Lapid.

*Cheque made payable to Magnificat Charismatic Prayer Community.
Please mail to: Regina Mundi Retreat Centre (c/o Annie Lapid)
19309 Warden Avenue
Queensville, ON L0G 1R0*

Looking forward to be of service to you. God bless.

Contact Person & Tel. No.: Annie Lapid Tel: 905 – 201-7254