**Bonavista Room Rental Policies**

**Included with Bonavista Room Rental**

* Full size refrigerator with freezer, microwave, sink, coffee/tea kettle.
* Use of up to six 8ft (96 inch) tables.
* Use of up to fifty (50) chairs.

**The Bonavista Room can be booked up to two months in advance! The following steps are required to request and secure a booking:**

* Submit a completed group activity form to initiate a booking request.
* **Rental Fee must be paid in full within 48 hours of submitting a completed group activity form to confirm and secure a request!**
* A minimum 2-hour reservation is required.
* The rental fee is $50 per hour plus gst.
* Payments can be made by cash, cheque, or debit at the lake office, or by e-transfer to lbha@lkbonavista.ca

**Cancellation and Refund Policies
Greater than 30 days:**

* Cancellation requests submitted more than 30 days prior to the booking date will receive a refund.
* Refunds will be processed by cheque and mailed within 30 days to the booking member.

**Less than 30 days:**

* Cancellation requests submitted less than 30 days prior to the booking date will **NOT** be refunded!
* A credit will be issued in place of refunds and can only be applied toward a future room rental.
* Rescheduled bookings must take place within 12 months of the original booking date!
* Bookings may only be rescheduled once!
* Failure to reschedule within 12 months will result in the booking being considered null and void with 100% of the funds being retained by LBHA!
* If a member relocates outside of the community before the booking can be rescheduled this will again result in the booking being considered null and void with 100% of the funds being retained by LBHA!

**Changes to Rental Agreement**

* Change requests will be reviewed and considered based on availability.

**Temporary Bookings/Holds**

* Bookings are on a first come, first served basis!
* Other than the 48-hour hold pending payment, no other holds are permitted!

**Room Keys**

* Room keys may be obtained from the office or security staff up to 15 minutes prior to your booking time!
* You will need to leave your member card with the office in exchange for the keys.
* After your booking ends, return the keys to the office or security staff and pick up your lake card.

**Set Up / Clean Up**

* All set-up and clean-up **MUST** be done within the time frame of the rental agreement!
* Exceeding booking times will result in a penalty.
* **Please leave the room in the condition that you found it! Cleaning supplies & equipment are provided!**
* All included provisions, along with decorations and personal items **MUST** remain in the Bonavista Room**!**
* Group members & guests are **NOT** permitted to congregate or set-up in any other area of the Lakehouse!

**Decorating**

* **MUST** be limited to the Bonavista Room!
* May **NOT** be attached to the ceiling!
* May only be attached to walls, doors, or windows with masking tape or adhesive putti!
* **NO OPEN FLAMES!** Birthday candles are permitted but **MUST** be extinguished properly! **NO** sparklers or large candles!
* **NO** confetti or glitter!

**Lost or Stolen Articles:**

* LBHA is not responsible for any lost or stolen articles.
* Lockers are available, but members must provide their own locks!

**Alcohol**

* Alcohol is not permitted.

**Other Facility & Park Restrictions**

* Only Senior members/Homeowners may book the Bonavista Room!
* The booking member **MUST** remain in the facility/park for the duration of the event!
* Members are responsible for their guests at all times!
* Please ensure guests are aware of and abide by **ALL** park rules!
* Guests are **NOT** permitted to remain in the park without an accompanying member!
* Business activities (by members or guests) are **NOT** permitted on the property!
* Wedding ceremonies, religious services and related events are **NOT** permitted anywhere in the park!
* Please refrain from playing loud music in the Bonavista Room! No DJ Services are allowed!

**Management Rights**

* LBHA reserves the right to cancel events immediately and retain funds due to non-compliance.
* LBHA reserves the right to cancel an event immediately if the rental is found to be used for any purpose other than what was originally agreed.
* LBHA reserves the right to refuse any rental request.
* LBHA has zero tolerance for abuse of management, staff, other members, or guests!