



Rundle's Mission

Rental Information and Policy

Thank you for your interest in renting the facilities at Rundle's Mission. Please read the information below. If you have any further questions do not hesitate to contact our staff by phone: (780) 389-2422 or e-mail: rent@rundlesmission.org

Arrangements for your stay:

Reservations: will be held for **7 days** after your initial booking by phone, fax, or e-mail. A **deposit of 50%** is required to confirm your booking. If payment is not received by this time your reservation may be cancelled.

Confirmation Notice will be sent via e-mail or fax upon receipt of your deposit. The balance of payment is due **upon departure**.

Cancellations within **90 days** prior to your booking will forfeit the 50% deposit. Alterations and cancellations made prior to 90 days before will be charged a 10% Admin Fee of your **total** booking. All alterations and cancellations need to be submitted in writing.

Check-in Time is 4:00 p.m. and Check Out is 1:00 p.m.

In order to give our site staff ample time to prepare the buildings for your stay we ask that you arrive no earlier than 4:00 PM and leave no later than 1:00 PM. If you require a longer stay we do have hourly rental rates. (Please refer to our Fee Schedule or call our office at (780) 389-2422).

The Facilities at Rundle's Mission:

Memorial Lodge is a two-story log facility. The main floor kitchen has 2 gas ranges, two refrigerators, a microwave, freezer and cooking utensils and dishes for 60 people. There are a total of 24 beds in the Lodge (8 downstairs and 16 upstairs). The sleeping quarters have bunk beds in a dormitory setting with washroom facilities downstairs only. The men's washroom is wheelchair accessible. The two stone fireplaces and large meeting and dining areas are perfect for large group activities. The upstairs deck overlooks beautiful Pigeon Lake. Please bring your own towels, pillows and bedding, or book our Linen Service (\$10.00 per person). See www.rundlesmission.org for photos and further details.

The Houses (2) are only steps from the Lodge. Each house is a one storey bungalow with a fully equipped kitchen, with stove, refrigerator, microwave and dishware. The center of the house has a combined dining and living room. Each room (5) has two twin beds with private bath facilities. Please bring your own bedding, pillows and towels or book our Linen Service (\$10.00 per person). Each house sleeps 11 guests. Parking available at the back of each house

Camping:

Camping is permitted behind the houses and in parking area by the Lodge. There are no RV's/Trailers allowed on the grassy areas due to our septic system being located in these areas. Camping is limited to 10 camp vehicles (incl. tent trailers, 5th wheels, etc.) + any number of tents. A limited number of electrical hook-ups are available. Consult the hostess for location.

Firewood:

Outside the lodge and houses are two fire pits and a number of picnic tables for the use of renters. Firewood can be pre-booked for \$7.00 per bundle.

Telephone:

There is a telephone in the entryway of the lodge, for local calls. This is provided for use by all site users. There are no telephones in the houses. We recommend that you bring a cell phone for long-distance calls. If you require Internet access, please contact the office for the required code.

Liquor: If you will be selling liquor at your function, you are required to obtain host liquor liability insurance and all necessary permits and licenses



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Catering:

You may do all your own cooking on site or catering may be arranged with ample prior notice. Please contact the booking office for local catering contacts and references.

AV Equipment:

There is a small TV, VCR, DVD player on site as well as two flip charts in the Lodge. Please ask our hostess for their location.

Sharing Rundle's Mission:

The north-south driveway into Rundle's Mission leads to the Fisherton Cemetery. Access to this road may not be blocked at any time and parking along this driveway needs to remain available at all times in case of a funeral during your stay.

The Rundle's Mission site includes the Benjamin and Margaret Sinclair Provincial Historic site and interpretive boardwalk. This educational trail is maintained for public use. Please be aware that visitors may use the trails during your stay. Adjacent to the Rundles Mission is a Nature Reserve (220 acres) with 6 kms of hiking and skiing trails. You may enjoy this beautiful setting but please respect the flora and fauna and take all your garbage with you.

A few additional rules ensure that the site is occupied and maintained with consideration for present and future users:

- Posted fire regulations are to be adhered to at all times. Penalties apply.
- No smoking in any buildings
- No fireworks allowed –This is a County of Leduc By-Law which will be enforced.
- No motorized vehicles of any kind beyond the driveways and parking areas (including-ski-doo's, ATV's)
- Open fires are restricted to the fire pits. Please keep your fires moderate and be aware of local fire bans
- Substance abuse or disruptive behavior can result in immediate eviction.
- Pets are to be on a leash at all times. Please clean up after them.
- The use of large equipment (hot tubs, outdoor sound systems etc.) brought to the site requires prior approval of the management.
- The management holds the right to enter the premises at any time.

The Rundle's Mission Society is making upgrades and changes to its facilities. We apologize for any inconvenience you may encounter due to these activities. The Society may implement changes to its facilities and policies without notice.

Declaration of waiver:

The attached waiver **must** be signed as part of your rental agreement.

Cleaning the Facilities:

Please leave the site and buildings as you found them. Replace all items used to their original location, tie up garbage in the bags provided and place in the bin north of House #1. Cleaning supplies are provided for your use. Help us keep our cleaning costs to a minimum so we can pass the savings on to you! Please report any damages on your evaluation form.

Rental Agreement and Payment:

Please send the completed **Rental Agreement** form along with your 50% deposit **and** damage deposit to the above address with a cheque or phone us with your VISA or MasterCard number at (780) 389-2422

Upon Departure: Please fill in your evaluation form and place your final payment in the Black Mail Box in the Lodge porch. Your comments help us to maintain a facility that meets your needs. Please note that the renter is responsible for any damage incurred during your function. Remember to book early for your next event. Enjoy!