

## **REGINA MUNDI CORPORATION TERMS AND CONDITIONS**

**19309 Warden Avenue  
Queensville, Ontario, L0G 1R0  
905-478-4264**

**Website: [www.magnificatcommunity.com](http://www.magnificatcommunity.com)**

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The following document (last page), when signed by both parties, shall serve as a statement of understanding between Regina Mundi Corporation (Provider) and St. Andrew Kim (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 (17 rooms, 2 beds per room) - \$35.00 per person per night with linens provided but no towels. Minimum 12 room occupancy required.**
- b. **The Good Shepherd Cottage (dormitory type - 30 maximum capacity) - \$28.00 per person per night with linens provided but no towels. Minimum 18 beds occupancy.**
- c. An additional charge of \$15.00 for each additional person sharing a room or staying overnight at any of the buildings is required. **All beds must be occupied first before the additional person (for \$15.00 rate) is applied.**
- d. Jean Vanier hall - Large conference room with tables and chairs with large kitchen. Can accommodate 100 to 150 people. \$400.00 minimum fee. Sanctuary available for Mass.
- e. **An additional of \$300.00 per day is required for the use of Villa St. Joseph's large kitchen and dining hall; \$100.00 per day for the Good Shepherd Cottage.** 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 not provided.**
- f. Fee for trailer: \$ 40.00/night; tent fee: \$ 20.00/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.**

*A 50% of total rental fee required in the event of cancellation.*

*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.*

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 weekday use, 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 5:00 p.m. Sunday. During Saturday and Sunday, check in time is 8:30 a.m. Saturday and check out time is 5:00 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 Marie 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.**

9. A **BOIL WATER ADVISORY** is still in effect. Boil water means all water to be used for cooking or drinking must be brought to a boil and boiled for at least one minute prior to use. A safe alternative to using boiled water is to use bottled water or commercially treated water from an approved source.
  10. Disposable plates, cups and cutlery are not provided.
  11. When leaving, linens, not bed cover must be removed and put in the pillow case and place by the door in the hallway.
  12. You are welcome to visit the Lord Jesus in our chapel
- All buildings are wheelchair accessible.

***Required immediately:***

***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. A 50% of total rental fee required in the event of cancellation.***