



Stepping Stones Facility Rentals

Stepping Stones Retreat Society (Stepping Stones) is a non-profit organization that operates a Bible Camp in Deroche, British Columbia. Stepping Stones exists to encourage youth to know Christ more deeply.

Stepping Stones operates on a 160 acre mountainside property. Our property has a humble assortment of old farm buildings with a magnificent vantage point over the eastern Fraser Valley along with a slice of steep mountain side. The mixture of humble existence combined with the joy and wonder of the views is simply captivating and speaks to the message of the Bible Camp.

We share our property and facilities with people and groups who are looking for a wedding at an exceptional location, a family reunion, company team building, or a quiet retreat.

You've probably already checked out all the photos of our property and facilities on our website.

At Stepping Stones, our decisions, attitudes and behaviours are always: Gospel-Saturated (Holy), Joy-Filled (Happy), and Safety-Focused (Healthy). We love renting to Rental Parties who share our values!

To ensure you have a great experience at Stepping Stones, we have outlined Rental Expectations in the following pages. Prior to booking, a Rental Party representative will need to sign and submit the Rental Agreement.

We look forward to seeing you at Stepping Stones!



Rental Expectations

Included:

All weddings at Stepping Stones support our vision: to encourage youth to know Christ more deeply. Your wedding will send 2 kids to camp this summer!

All wedding packages include:

1. Ceremony site of your choice, including benches (seating 80)
2. The Lookout at Stepping Stones
 - featuring incredible views of the Fraser Valley and a feature fireplace
 - Seating for up to 180 people
 - Tables and conference chairs
 - Additional tables for buffet, drinks, head table, welcome table, etc.
 - Screen, projector and sound system
 - Accessible Washrooms
 - Parking for all your guests
 - Dishes (plates, cutlery, wine glasses, water glasses)
 - Kitchen access for your caterer
3. Access to the facilities from 3 pm - midnight the day before your wedding to set up and for rehearsal if desired

Overnight rentals are booked separately. Please speak to the booking coordinator or submit an inquiry through our website.

Not Included:

Table Linens / Napkins
Decorations / Florals
Set up / Take Down
Catering
Bar / Ice

Any other buildings / amenities on the property that have not been rented

A booking does not guarantee exclusive use of the grounds, unless exclusive property use is included in the Wedding Package and paid for. There may be other rentals, RVs, campers, children, etc on the property during the event date.



Schedule

- Day prior to your event (if applicable):
 - 3:00 pm - Rental Party may arrive and begin set up and rehearsal (if desired).
 - 12:00 am - Rental Party must vacate the grounds (unless overnight accommodations have been arranged).
- Day of your wedding:
 - 8:30 am - Rental Party may arrive on site.
 - 11:00 pm - Music must be shut off.
 - 11:00 pm - Bar closes (last call 10:45).
 - 11:30 pm - Event is over.
 - 12:00 am - Clean up / Take down* is complete. Decorations and all personal items have been removed from the hall. The doors are locked.

*Clean up /Take down includes removing all personal items and decor that do not belong to Stepping Stones, stacking chairs (10 high), collapsing tables. We will take care of mopping and cleaning the bathrooms, and removing garbage / recycling. Ensure all the dishes have been cleaned and put away (if applicable). We recommend asking your caterer if they will do this or hiring someone to take care of this the night of your wedding.

Site Contact

- Stepping Stones requires a Site Contact name and cell phone number.
- The Site Contact cannot be the bride or groom.
- Stepping Stones requires the Site Contact to be at the venue until the last member of the Rental Party has vacated the site.
- The Site Contact will also be responsible to ensure the above schedule is followed.

Set Up and Take Down

- It is the responsibility of the Rental Party to set up and take down for the event including chairs, tables, decorations, linens, florals and objects not owned by Stepping Stones.
- It is the responsibility of the Rental Party to ensure all garbage and recycling is in closed bags in the secure receptacles provided in order to keep the grounds clean and minimize attracting wildlife.
- No nails, staples, glue, tape, tacks or like materials may be used for your decorations.
- No confetti, glitter, sparklers, rice, or any like decoration materials may be used.
- Candles may only be used cautiously in the fireplace hearth area and table tops only. If using candles, drip-less candles or floating candles are mandatory, must be stationary and enclosed in non-flammable containers. Battery operated tea lights are recommended.
- Fireplace may be used if arranged previously, wood will be provided. The Rental Party must provide a designated individual who will be responsible for the fire.
- Furniture must not be removed from the hall under any circumstance.
- No climbing and/or standing on tabletops and/or chairs is permitted.



General Grounds / Building

- A booking does not guarantee exclusive use of the grounds, unless exclusive property use is included in the Wedding Package and paid for. There may be other rentals, RVs, campers, children, etc on the property during the event date. The Rental Party will have exclusive use of the hall.
- Pets are not permitted on the property.
- The Rental Party is aware that there is no generator on site for the Hall. Stepping Stones will be in no way indebted to the renter if any mechanical or power outage occurs and affects your event.
- Members of the Rental Party are not permitted to enter buildings on property that have not been rented and must respect all other renters on the property.
- All smoking must be done in designated smoking areas only. All cigarette butts must be disposed of in the provided cigarette bins.
- No firearms or fireworks are permitted on the property.

Wildlife

- If wildlife is spotted, the Rental Party should not engage with or provoke the wildlife, but give it space to leave.
- If wildlife is aggressive, the Rental Party must enter the closest enclosed building, close the doors and contact the property managers.

Further details on wildlife safety and guidelines are outlined in our Wildlife Policy, which will be provided by Stepping Stones on request.

Parking

- All members of the Rental Party may drop off any items to the Hall, but may not remain parked by the Hall.
- Following drop off, all vehicles must stay parked in designated parking areas.
- Vehicles must be driven at the posted speed limit and remain on designated paths.
- Accessible parking is available for those that request it outside the chapel (marked "Old Barn").

Ceremony Site

- A ceremony may be held on site if desired. Wooden benches are available and can be moved around the property (capacity: 80) or a rustic chapel is available (Capacity: 100)
- All decorations are to be set up and taken down by the Rental Party
- If an outdoor ceremony is desired and the Rental Party wishes to rent chairs, location must be confirmed with the event coordinator 1 week prior to the wedding date and all set up and take down will be the responsibility of the Rental Party.
- Chairs and tables from the hall may not be used outdoors.



Behaviour Expectations

- All members of the Rental Party are expected to respect the property and Stepping Stones Retreat Society by:
 - speaking and acting in ways that respect others and see the good in others
 - taking appropriate care of the property and facilities and leaving things the same or better than they were prior to the Rental
 - not taking offense or any action against Stepping Stones for upholding or promoting their views or ideologies



Alcohol/Drugs/Liability

It is the responsibility of the Rental Party to obtain the applicable liability and permits required for their event:

- a) If you are using the Lookout at Stepping Stones and serving liquor, you must obtain and show proof of a Liquor License (also known as a Special Events Permit), Liquor Liability and Special Event Liability. Your policy must list Stepping Stones Retreat Society as "Additional Insured" and be in the amount of \$3,000,000.
 - b) If you are using the Lookout at Stepping Stones and you are not serving alcohol, you must obtain and show proof of Special Event Liability. Your policy must list Stepping Stones Retreat Society as "Additional Insured" and be in the amount of \$3,000,000.
- Safety, stewardship and Christian responsibility must be shown with regards to the consumption of alcohol.
 - All alcohol must be consumed inside the hall or in the immediate surroundings.
 - It is the responsibility of the Rental Party to ensure that all guests and caterers act responsibly and do not drive a motorized vehicle if their ability is impaired by the consumption of alcohol or drugs.
 - Last call must be at 10:45 pm, with the bar closing at 11 pm.
 - The use or possession of non-medically prescribed drugs is strictly prohibited.
 - Use or possession of marijuana in any form (unless medically prescribed) is not permitted.

To obtain a Liquor License (also known as a Special Events Permit), head to www2.gov.bc.ca. Proof of permit is required one week prior to your event.

To obtain Liquor Liability and Special Event Liability, head to www.palcanada.com. Proof of Liability Policies are required one week prior to your event. Alternatively, please contact Jonathon Luiten from Valiant Insurance Brokers Inc. and he will assist you. He can be emailed at jluiten@valiant-insurance.com.



Kitchen Use

- The name of the Caterer or Kitchen Head must be submitted one week prior to the event. Proof of license and/or Foodsafe Certification may be required.
- Caterer/Kitchen Head will be provided with a checklist of expectations upon arrival.
- Caterer/Kitchen Head must follow posted instructions and procedures.
- Kitchen must be left the way it was found, with all dishes cleaned and returned to storage.
- Caterer must notify the Booking Coordinator in case of any broken dishes or damages to the appliances and equipment.
- If any damages are incurred to the Commercial Kitchen appliances or equipment, the Rental Party will be charged a \$400.00 damages fee.

Cancellations

- In the event of a cancellation prior to six months of the start date of the event, the deposit and all payments will be refunded to the renter.
- If the cancellation is within one month, but before 7 days of the booking, all payments minus the deposit will be refunded.
- If the cancellation is within 7 days of the booking, 50% of the total rental cost will be refunded to the renter.



Deposit and Payment:

- To secure a rental date, the renter must pay a non refundable \$1000.00 deposit and submit a signed contract within 2 weeks of the initial rental inquiry. This 2 week period is a “soft hold” and deposits must be made within this period to secure your reservation.
- No “soft holds” can be made 4 weeks prior to the rental date.
- All rental and cleaning fees are considered payment for services rendered and must be paid in full one month prior to arrival. If payment in full is not received by one month prior, the booking clerk has the right to cancel the booking and retain the deposit.
- Payment can be made by credit card or e-cheque. If an alternate method of payment is required, please contact the Booking Coordinator.
- Payment Card will be held on file in case of damages. The Rental Party agrees to pay for damages incurred during their rental.
- If damages are incurred, the Booking Coordinator will notify the Rental Party and charge the Rental Party 10% of their rental fee. Damages that exceed 10% (and/or the \$400 Kitchen Damages Fee), including any parts and labour at \$50.00/hour, must be paid for by the renter.
- Damages include, but are not limited to:
 - Damages incurred to the property or facilities
 - Use of any of the property, facilities, or onsite equipment outside of the Rental Expectations
 - Unexpected staff labour due to lack of renter coordination/communication
 - Noise/music extended past the curfew of 11:00. The DJ must be informed of this time.
 - Unauthorized use of any equipment on site
 - Failure to leave the property at the agreed up 12:00 lock up time
 - Cigarette butts not disposed of correctly
 - The event exceeded the occupancy limit
- If all expectations are met, no damages will be charged to the Rental Party.



Rental Agreement

This agreement represents the entire agreement between the “Rental Party” and Stepping Stones Retreat Society (“Stepping Stones”). The Rental Party agrees to abide by the attached rental guidelines, Terms and Conditions and agrees to pay the appropriate fees as outlined herein. The Rental Party acknowledges that all or part of the deposit paid may be non-refundable as set out above and that misuse of the property may incur significant damages beyond the Damage Deposit.

The Rental Party acknowledges that Stepping Stones Retreat Society as an organisation and it’s representatives may have ideologies, beliefs and attitudes that could differ from those held by the Rental Party. Accordingly, the Rental Party agrees to respect, not take offense, or pursue any action against Stepping Stones for upholding or promoting their views.

The Rental Party acknowledges that they will be using the facilities entirely at their own risk and agrees that they shall make no claim or demand against Stepping Stones Retreat Society or its employees and agents for injuries, including injuries resulting in death or loss, or damage to property, suffered or sustained by the rental party during their use of the facilities, and hereby waives as against Stepping Stones Retreat Society and its employees and agents all such claims or demands.

The Rental Party acknowledges that Stepping Stones Retreat Society does not bind property damage or liability insurance in respect of the use of the facilities by the rental party or in respect of any of the property of the rental party, including automobiles, which the rental party brings to the facilities. The rental party agrees that it will bind for its own account, whatever policy of insurance it deems advisable in respect of such liability or damage to property. The rental party shall further indemnify and save harmless Stepping Stones Retreat Society from and against any and all damage or expense suffered or incurred by Stepping Stones Retreat Society or its employees and agents and from all claims, demands, awards, actions and proceedings by whomsoever made, brought or prosecuted, arising out of the use by rental party of the facilities.

The individual signing this rental application on behalf of the Rental Party (“Renter”) agrees that they shall have primary responsibility for the conduct of the rental party during its stay at the facilities and has advised all members of the Rental Party of the Rental Expectations and applicable policies that all members of the rental party shall be directly responsible to Stepping Stones Retreat Society in respect of any of the matters described herein.

Agreed on behalf of the “Rental Party”:

Full Name: _____

Signature: _____

Dated this: _____ day of _____, 202____ in _____.