

**Rentals at St. Ann's Academy
Late Departing Fees Policy**

Policy Effective for events booked on or after December 15, 2005

St. Ann's Academy is a public site and normally has multiple rental bookings within any given day – therefore, please take note of the following information:

- At the end of the access time indicated on your signed contract, you, your vehicles, any decorations, and/or our equipment/furniture must be completely clear of the rental site.
- “The Rental Site” encompasses the historic Chapel and Parlours, the Auditorium, the Novitiate Garden and Balcony, the Front Stairs and Landings, and all Driveways plus the Academy Green and / or Orchard if they are the Rental Site in question.

Weddings please note: The front orchard and formal gardens are a public park, and as long as all your vehicles and rentals are completely clear of the Rental Site, your party may go there to do further photography.

Additional fees for late departing rentals: If you, your vehicles, or your decorations are still on the Rental Site fifteen minutes beyond the end of your booked access time, and there is no a booking after yours, you will be invoiced a late fee of one-half the hourly rental rate for the venue, plus one-half the hourly rate for each additional fifteen-minute increment. As an example, a late event in the chapel would be charged one-half of **[\$260]** and auditorium functions would be charged one-half of **[\$77.50]** for each 15 minute increment of tardiness.

If you, your vehicles, or your decorations are still on the Rental Site fifteen minutes beyond the end of your booked access time and if there is a booking after yours, the late fee doubles and you will be invoiced the hourly rate for the fifteen minute period plus the hourly rate for one hour for each additional fifteen-minute increment.

Refund for rental impacted: Should the previous renters not be clear of the Rental Site when you arrive, and their presence has a negative impact on the timing of your rental, your rental costs will be refunded at the rate of one-quarter of the hourly rate per fifteen minute increment of the time they are on-site.