



## **HALL RENTAL & OUTSIDE CATERING**

### **6 HOUR HALL RENTAL**

PREMIUM UPGRADED TABLECLOTHS & NAPKINS & CHAIR COVERS (WHITE OR IVORY) SELECTION  
ARRANGEMENT OF STAGE AREA SET UP WITH PODIUM  
RECEPTION TABLE & GIFT TABLE  
USE OF PRIVATE CHANGE ROOM ASSIGNED TO HALL  
SETUP OF DINING TABLES, CHAIRS, CHINA, CUTLERY & GLASSES AS PER CLIENT'S FLOOR PLANS  
MINIMUM 10 GUESTS PER TABLE

**\$25.00 PLUS TAXES (MONDAYS TO THURSDAYS)**

**\$30.00 PLUS TAXES (SUNDAYS AND FRIDAYS AND MONDAYS OF LONG WEEKEND)**

**\$35.00 PLUS TAXES (SATURDAYS)**

### **MINIMUM OF 100 GUESTS REQUIRED FOR BOOKING**

IF CLIENT IS PROVIDING OWN BAR SERVICE, CLIENT MUST PROVIDE SPECIAL OCCASIONS PERMIT AND ALL ALCOHOL BEVERAGES AND RECEIPTS FROM L.C.B.O. AT OWN EXPENSE, AT LEAST ONE WEEK PRIOR TO EVENT DATE.

**BARTENDERS REQUIRED @ \$250.00 EACH (MINIMUM 1)**

**UNCORKING FEE FOR WINE AND TABLE SET UP @ \$1.00 PER PERSON**

**STAFFING REQUIRED @ 25.00 PER HOUR PER STAFF (MINIMUM 6 HOURS)**

**WARM UP ONLY FACILITIES @ \$300.00 FOR 3 HOURS**

**COOKING FACILITIES @ \$600.00 FOR 6 HOURS**

ADDITIONAL LINENS AVAILABLE @ \$10.00 EACH TO BE PRE-ORDERED PRIOR TO EVENT DATE

### **6 HOUR STANDARD ALCOHOL BAR SERVICE**

MAXIMUM 6 HOURS OR UNTIL 1 AM IMPORTED RED & WHITE WINE PER TABLE, AN ASSORTMENT OF DOMESTIC BEERS, RYE WHISKEY, DARK RUM WHITE RUM, VODKA, GIN, SCOTCH, ESPRESSO, COFFEE, TEA, SOFT DRINKS, JUICES, BOTTLED SPARKLING & NATURAL SPRING WATER PER TABLE

**\$35.00 PER ADULT OVER 19 YEARS OF AGE**

### **ONE HOUR APPETIZER RECEPTION**

SELECTION OF FIVE VARIETY, UNLIMITED HOT & COLD GOURMET HORS D'OEUVRES FOR ONE HOUR SERVED WITH ASSORTMENT OF DIPPING SAUCES & GARNISHES

**\$5.00 PER PERSON**



## **DEPOSIT, PAYMENT STRUCTURE & GENERAL INFORMATION**

### **MINIMUM GUARANTEE OF GUESTS REQUIRED AT PRICE PER PERSON**

*IN ORDER TO BOOK YOUR HALL FOR YOUR EVENT DATE, A NON-REFUNDABLE DEPOSIT IS REQUIRED:*

*YOUR DEPOSIT WILL BE CREDITED AND APPLIED TO YOUR CATERING BALANCE.*

*THE INITIAL DEPOSIT WILL BE ACCEPTED BY CASH, OR BANK DRAFT.*

*ALL MONIES ON DEPOSIT ARE NON-REFUNDABLE.*

*FINAL DETAILS OF CONFIRMED NUMBERS, TABLE AND FLOOR PLANS ARE DUE 7 DAYS PRIOR TO YOUR EVENT.*

*YOU WILL BE INVOICED ACCORDING TO THE CONFIRMED NUMBER OF GUESTS ON FLOOR PLAN LAYOUT OR THE GUARANTEED MINIMUM NUMBER OF ADULTS, WHICHEVER AMOUNT IS GREATER.*

*THE BALANCE IS DUE 7 BUSINESS DAYS PRIOR TO THE EVENT DATE AND IS PAYABLE BY CASH OR BANK DRAFT.*

*ALL CONTRACTS ARE CONSIDERED NULL AND VOID IF STIPULATED DEPOSITS AND BALANCES ARE NOT RECEIVED AS REQUIRED AS SET OUT AND OUTLINED ABOVE.*

### **OPTIONAL ON- SITE CEREMONY**

**(WITHIN SPECIFIED CONTRACT TIMES OF 5PM TO 1AM)**

**(\$600.00 SAME ROOM)**

*THEATRE STYLE SEATING ARRANGEMENT*

*CHAIR COVERS*

*REGISTRATION TABLE*

*MICROPHONE & PODIUM*

*BOTTLED SPRING WATER & SPARKLING WATER STATION*

*FRESHLY BREWED COFFEE, DECAF, & HERBAL TEA STATION*

*CAKE CUTTING FEE AT DESSERT STATION @ \$100.00 OR \$2.00 PER PERSON IF SERVED INDIVIDUALLY TO TABLES*

*CHAMPAGNE TOAST \$1.00 PER PERSON*

*CHAMPAGNE & BERRIES PASSED \$150.00 per hour*



## **INDEMNIFICATION**

**IT IS UNDERSTOOD AND AGREED BETWEEN THE PARTIES HERE TO THAT EVENT CENTRE, IT'S EMPLOYEES, SERVANTS, AGENTS, OR REPRESENTATIVES, SHALL NOT BE LIABLE OR RESPONSIBLE IN ANY MANNER WHATSOEVER IN ANY DAMAGES SUSTAINED BY AND PARTY TO THE CONTRACT OR GUESTS OF THAT PARTY CAUSED BY ANY PERSON, FIRM, OR CORPORATION, AND THE CONVENER AGREES AND UNDERTAKES TO INDEMNIFY EVENT CENTRE AGAINST ANY AND ALL CLAIMS AND EXPENSES MADE BY ANY PERSON, FIRM OR CORPORATION FOR ANY LOSS OR DAMAGES RESULTING FROM:**

- A) EVENT CENTRE BEING ABLE TO PERFORM THE SERVICES SET OUT IN THE CONTRACT AS A RESULT OF ANY STRIKE, FLOOD, FIRE, FORCE MAJEURE, OR ACT OF GOD OR MATTER BEYOND IT'S CONTROL.**
- B) THE CONDUCT OF ANY PERSON OR PERSONS ATTENDING THE FUNCTION.**
- C) THE CONDUCT OF THE CONVENER OR THE MANAGEMENT OF THE FUNCTION BY THE CONVENER. THE CONVENER ASSUMES FULL RESPONSIBILITY FOR ANY BREAKAGE, THEFT, PILFERAGE, LOSS, DAMAGE, INJURY, BRAWL, ILLEGAL CONDUCT OR BEHAVIOUR OR ILLEGAL DEALINGS OF ANY KIND WHICH ORIGINATE FROM OR ARE CAUSED BY THE CLIENTS, HIS/HER AGENTS, GUEST, INVITEES, AND THE CLIENTS INDEPENDENT CONTRACTORS SUCH AS PHOTOGRAPHERS, VIDEOGRAPHERS, MUSICIANS, DISC JOCKEY, PRODUCTION COMPANY, ETC., AND THE CLIENT AGREES TO INDEMNIFY AND PROTECT EVENT CENTRE, ITS AGENTS, SERVANTS, EMPLOYEES, REPRESENTATIVES, FROM ALL MANNER OF LOSSES, FINES, AND DAMAGES WHICH IT OR THEY MUST SUSTAIN AS A RESULT THEREOF. IN RECEIPT, HANDLING, CARE OR CUSTODY OF PROPERTY OF ANY KIND SHIPPED OR OTHERWISE DELIVERED TO THE PREMISES, FOR AND ON BEHALF OF THE HOST, CONVENER, EITHER PRIOR TO, DURING, OR SUBSEQUENT TO THE EVENT, THE HOST, CONVENER, ACKNOWLEDGES THAT EVENT CENTRE IS ACTING FOR THE ACCOMMODATION AND SOLE BENEFIT OF THE HOST, CONVENER, AND SHALL NOT BE LIABLE FOR ANY LOSS, DAMAGES OR INQUIRY TO SUCH PROPERTY. EVENT CENTRE WILL NOT ASSUME RESPONSIBILITY FOR ANY FLORIST PROPS, DECORATIONS, OR ANY SUCH ITEMS USED FOR THE DECORATING OF A BANQUET ROOM OR AREA. ALL FLORIST MATERIAL MUST BE REMOVED AT THE END OF EACH FUNCTION TIME SPECIFIED ON THE CONTRACT. EVENT CENTRE DOES NOT ASSUME THE RESPONSIBILITY FOR LOST OR STOLEN DECOR MATERIALS WHATSOEVER.**



## ***NON- NEGOTIABLE POLICIES***

***BAR CLOSSES FOR ANY AND ALL BEVERAGES AT 1AM LATEST OR AFTER ANY 6-HOUR PERIOD.***

***ALL MUSIC AND CELEBRATIONS MUST STOP AT 2AM LATEST.***

***ALL GUESTS MUST LEAVE BUILDING BY 2AM LATEST.***

***\$300.00 PER HOUR OR ANY PART THEREOF WILL BE CHARGED AFTER 2AM.***

***ALL BELONGINGS AND PARTY ACCESSORIES MUST BE TAKEN AWAY AT THE END OF THE FUNCTION. WE ARE NOT RESPONSIBLE FOR ANY ITEMS LEFT BEHIND BY ANY GUEST OR PROFESSIONAL VENDOR.***

***ANY EXTRA SEATS OR GUESTS OVER CONFIRMED PRE-PAID AMOUNT WILL BE CHARGED EXTRA AND MUST BE PAID FOR PRIOR TO LEAVING FACILITY AS WELL AS ANY EXTRA CHARGES OR CHARGES FOR DAMAGES CAUSED BY GUESTS OR PROFESSIONAL VENDORS BY CONVENOR.***

***CLIENT MUST PROVIDE ANY TAKE-OUT FOODS CONTAINERS, SARAN WRAP, AND ALUMINUM FOIL FOR THE ITEMS THAT THEY WISH TO TAKE HOME OF ONLY THE ITEMS PROVIDED THE ORGANIZER OF THE EVENT AND NOT THE FACILITY.***

***CLIENT MUST PROVIDE A LIST TO EVENT CENTRE OF ALL PROFESSIONAL VENDOR THAT HAVE BEEN HIRED FOR EVENT AND PROVIDE INSURANCE CERTIFICATES AS WELL AS CONTACT INFO FOR EACH PROFESSIONAL VENDOR AT LEAST ONE WEEK PRIOR TO EVENT DATE.***

***FOOD SERVICE TIME FOR BUFFETS ARE 2 HOURS MAXIMUM. ALL FOODS WILL BE REMOVED FROM BUFFET TABLE AFTER 2-HOUR PERIOD FROM COMMENCEMENT OF FOOD SERVICE.***

***USE OF KITCHEN WILL BE AN ADDITIONAL CHARGE AS FOLLOWS;***

***WARM UP ONLY FACILITIES @ \$300 FOR 3 HOURS***

***COOKING FACILITIES @ \$600.00 FOR 6 HOURS***

***LICENSED AND INSURED CATERER MUST PROVIDE ALL OF THE STAFF, UTENSILS, AND FOOD RELATED ITEMS NECESSARY FOR THE PREPARATION AND SERVICE OF ALL FOODS TO GUESTS AND ENSURE SUFFICIENT SUPPLY FOR ALL GUESTS.***

***CLIENT OR ANY GUEST IS NOT PERMITTED TO BRING ANY FOODS FROM HOME WITHOUT PRIOR WRITTEN CONSENT FROM EVENT CENTRE.***

***ALL FOODS PROVIDED BY EVENT CENTRE ARE FOR ON-SITE CONSUMPTION AS WELL AS DISPLAY PURPOSES.***

***NO CLIENT OR ANY OF THEIR GUESTS ARE PERMITTED TO TAKE FOOD OUT OF THE PREMISES TO BE CONSUMED OFF SITE.***

***NO OPEN FLAME IS PERMITTED IN THE FACILITY.***

***REHEARSALS ARE CHARGED AT \$300.00 PER HOUR OR ANY PART THEREOF.***