

Banquet Hall Contract Form

Date of Function:

Type of Function:

Number of Guests:

Name:

Address:

Email:

Telephone: Home:

Cell:

Request

Liquor Licence:	YES	NO	Responsibility <i>of event holder</i>
Bartender	YES	NO	Addition \$350 Cost
Sound System:	YES	NO	Details:
Televisions:	YES	NO	Details:
Kitchen:	YES	NO	Addition \$50 Cost - Details:
DJ Service:	YES	NO	
<i>Details:</i>			
Lighting:	YES	NO	
<i>Details</i>			
Linens:	YES	NO	

Tables Cloths \$10.00 per table:

Colour:

Extension: \$

Chairs Covers \$3.50 per Chair:

Colour:

Extension: \$

Catering & Beverage Details:

Menu Selection:	Buffet	YES	NO	Additional Cost
<i>Details:</i>				

PAYMENT & BOOKING INFORMATION

1. Five (5) hours maximum – does not include set up and room décor.
2. Liquor Permit is to be obtained by the customer – LCBO Hwy 10 and Eglinton – cost is \$25.00 takes up to two (2) weeks to receive permit.
3. Refundable Security deposit – must be secured by credit card. Applied **ONLY** if required.
4. Additional time, exceeding the five (5) hour timeline – Fifty dollars (\$50.00) per hour.
5. Payment for booking must be completed two (2) weeks prior to the event.

Payment Type:	CASH	CHEQUE	CREDIT CARD
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Booking Cost:	\$600.00 – Member	\$650.00 – NON Member
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Meeting Room Only	\$200.00 – Two (2) hour time limit. Additional \$50.00 per hour
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Security Deposit	\$100.00 - Secured by Credit Card
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Grand Total Cost: \$

Name of Event Holder

Signature of Holder

Date

Name of Booking Agent

Signature of Booking Agent

Date

