

GENERAL INFORMATION

Food & Beverage Policy

No outside food and beverage is allowed on-site with the exception of special occasion cakes. Food & Beverage cannot be removed from the property.

Liquor Service Policy

Guests who appear to be under the age of 25 or younger must present valid identification in order to be served alcoholic beverages. Corkage is not allowed. Beverage Service and music must end at 1:30am.

Service Charge and Taxes

All itemized costs are subject to change and subject to a 15%-18% Service Charge and 5% GST.

Deposits

25% of the estimated event cost is due upon signing of contract. This is non-refundable.

Banquet Event Order

Event orders are to be signed and given to the Events Manager one (1) calendar week prior to the function date.

Final guest guarantees are due one (1) calendar week prior to the function date. Special dietary restrictions should be communicated to your Event Manager to ensure accommodations are made prior to the event.

Payment

Full pre-payment is required one (1) calendar week prior to the event unless credit has been established at least twenty-one (21) days prior to the event.

Additional Licenses & Fees

A separate Socan Fee will need to be purchased if live or recorded music is featured.

Cancellation Fee

Should you have to cancel your event after agreements have been signed, you are subject to the following cancellation charges:

Less than three (3) months to one (1) month from event date – 60% of estimated revenue

Less than one (1) month to eight (8) days from event date – 75% of estimated revenue

Seven (7) days or less from event date – 100% of estimated revenue

Statutory Holidays

A 25% Labour surcharge will be added to your event for events held on Statutory holidays.

Labour charges (where applicable) are subject to increase based on required staffing.

