

# *Private Function Guidelines*

- 1. Prices will be guaranteed up to one month prior to your function-all prices are subject to change.*
- 2. Menu Prices are subject to 6% G.S.T., 8% P.S.T. and 15% Service Charge*
- 3. Liquor Prices are subject to 6% G.S.T., 10% P.S.T. and 15% Service Charge*
- 4. The 15% Service Charge is subject to 6% G.S.T.*
- 5. All event requirements including set up, audio/visual and food and beverage must be received by the Boulevard Club's catering office within ten business days (two weeks) prior to the date of the function*
- 6. The Boulevard Club is a full service and licensed Food and Beverage operation and we do not allow any external food or beverage to be brought onto the premises without written consent. Health codes prohibit the removal of any unconsumed food prepared by The Boulevard Club from the premises.*
- 7. A minimum attendance guarantee for event's catered in The Boulevard Club's facilities is required by 12:00 noon, three (3) business days (Monday to Friday) prior to the event. The number used for billing purposes will either be the guaranteed number or the actual number of persons in attendance, whichever is greater. However, if the Member or organization notifies the catering office, at least seventy-two hours (72 hours) prior to the commencement of the function, a reduction in the estimated attendance not in excess of 15% of the number stated herein, the aggregated cost shall be reduced accordingly.*
- 8. If the attendance for an event decreases from the time of the booking to the actual event, The Boulevard Club reserves the right to relocate the group to space more suitable to the size of attendance, with notification to the Convenor.*
- 9. The Member sponsoring the event assumes responsibility for any damages to The Boulevard Club's property. A \$250.00 cleaning charge will apply if confetti or equivalent is thrown on The Boulevard Club's premises or property. The Boulevard Club assumes no responsibility for any items or property, including automobiles, which are damaged, or lost on its facilities. Any items brought into The Boulevard Club by the Company or Convenor, including specialty cakes, must be removed from the premises at the conclusion of the event. The Boulevard Club will assume no responsibility for any items or property left on the premises.*

# Private Function Guidelines (con't)

10. *Liability.* It is understood and agreed upon by both parties hereto that The Boulevard Club shall not be liable or responsible in any manner whatsoever for any damages, sustained by any party to the contract or by any person, firm, or corporation and the Convenor agrees and undertakes to indemnify The Boulevard Club against any and all claims and expenses presented by any person, firm or corporation for any loss or damages resulting:
- The Boulevard Club being unable to perform the services set out in the Contract as a result of any strike, labor dispute, accident, act of war, flood, fire, force or "Act of God".
  - The conduct of any person or persons attending the function.
  - The conduct of the Convenor or the management of the function by the Convenor.
- The Convenor agrees to indemnify and save harmless The Boulevard Club against any and all claims and expenses presented by any person or persons, firm or firms, corporation or corporations attending the function for loss or damages sustained in the areas of the Club designated for the holding of this function. The Convenor agrees to reimburse The Boulevard Club for any damages done to any part of the Club premises or equipment that is caused by any person or persons attending the function.
11. *Payment Terms.* A deposit will be required by a proscribed date to reserve the above space and will be credited toward the total cost of your event. This will be detailed on an event's contract. This deposit will not be refunded in the event you cancel. A total of 50% (including deposit), is due 90 days in advance of the event, with the estimated outstanding balance due and payable 5 business days in advance of the event by certified cheque, money order or credit card (Visa or MasterCard). A credit card is required on file for any authorized additions that are above and beyond the stated services outlined in the Catering Event Order Form. The estimated amount shall be calculated based on finalized arrangements outlined in the Function Contract. We reserve the right to cancel the event if full prepayment has not been received and processed by the Club five days prior to the event.
12. *Overdue Accounts Bear Interest.* Overdue accounts shall bear interest at the rate of 2.0% per month (24% per annum) until paid, unless such rate exceeds the maximum rate allowed by applicable laws, in which event the maximum legal rate shall apply.
13. *Cancellation Policy.* The Boulevard Club may charge a cancellation fee to you and payable upon demand if you cancel all or part of your event after acceptance of this Agreement. The fee will be based on banquet pricing in effect at the time written cancellation is received by The Boulevard Club. These amounts are due as liquidated damages and not as a penalty. Details of cancellation policy can be found in your contract. For events of 100 people or more, should another member or client rebook the room and date with a comparable function after cancellation by you, all or a portion of the advance deposit and cancellation fee may be refunded to you accordingly at the sole determination of The Boulevard Club.
14. *SOCAN (Society of Composers, Authors and Music Publishers of Canada).* A Socan Fee of \$57.55 plus 7% GST and 8% PST applies to all events with musicians or disc jockey services.
15. *Service and Other Contracts Require Consent.* The Convenor agrees not to enter into any contracts for any form of entertainment, audiovisual, décor or other services in connection with this event without the prior consent of The Boulevard Club, such consent not to be unreasonably withheld and to be at the sole expense of the Convenor. All delivery and pick-up times must be coordinated with The Boulevard Club in advance of the event.