

**TERMS AND CONDITIONS**

1. If attendance for a meeting or function increases or decreases, the hotel reserves the right to move the function to an alternate room with notification to the organizer.
2. The hotel requires a guaranteed number of attendees for all meal functions 48 hours in advance (excluding Saturday or Sunday). If an updated count is not received, then the number originally booked will be considered a guarantee.
3. A non-refundable deposit equivalent to 30% of the estimated total cost of the function is required upon booking, in order to secure the space.
4. Balance of the estimated total cost is due 2 weeks prior to the date of the event.
5. If you require direct billing, a credit application must be approved by our Credit Department upon booking or 30 days prior to the event.
6. Cancellation policy: Less than 30 days prior to the event – 100% of the total estimated cost.  
30-60 days prior to the event - 50% of the total estimated total cost.  
All cancellations must be submitted in writing.
7. For Weddings and Christmas functions, the deposit is non-refundable if event is cancelled less than 3 months prior to the date of the event.
8. Private function rooms are not available for wedding ceremonies only.
9. There is a minimum food order requirement of \$65.00 per person for dinner functions, excluding beverages, taxes and service charge.
10. The hotel is not responsible for any loss or damage to any goods, property and/or equipment of any type brought into the hotel.
11. Consumption of food or liquor other than that sold by the hotel is not permitted in any of our function rooms.
12. Any boxes being delivered will be accepted to a maximum of two days in advance of the function. Hotel must be advised of shipment.
13. No food or beverage may be taken out of the Catering function rooms.
14. All food and beverage prices are guaranteed to a maximum of two months in advance of the event.
15. The hotel does not allow tacks, nails, staples, etc. to be used on the function room walls. Masking tape can be provided by the Hotel.
16. An 18% service charge and applicable taxes will be added to all banquet bills.
17. Social functions cannot be reserved more than 3 months prior to the date of the event.
18. Meetings cannot be reserved more than 1 month prior to the date of the event, unless the request includes 5 guestrooms or more.
19. A fee of \$150.00 applies to set up the dance floor for your event.
20. All functions with live and taped music are subject to a SOCAN Fee (Society of Composers, Authors and Music Publishers of Canada) and charged at applicable rates plus taxes. SOCAN rate is based on the size of your function.
21. Audio visual equipment is not permitted in the Library Room in Bacchus.

**Guest Signature:** \_\_\_\_\_

07/29/11