

BINGEMANS TERMS & CONDITIONS

FUNCTION NAME:

FUNCTION DATE:

EVENT #:

DEPOSITS AND PAYMENTS

Unless otherwise specified, a deposit equal to 25% of the estimated bill is required to confirm your booking and full payment for wedding functions is required in advance.

The use of items such as confetti, metal confetti, any type of tape, nails or staples is not permitted. Arrangements must be made with the Account Manager for access to the facility for the purposes of decorating, delivery of special equipment or set-up prior to the time and date stated on the function contract.

ADMINISTRATION CHARGE AND TAX

All prices are subject to applicable tax -13% HST and a 15% administration charge on food and beverage only unless otherwise stated. An administration fee of 10% will be added to the price of food for any meals that are delayed by the client for more than 30 minutes.

PRICES

Unusual or significant increases due to market fluctuations will be reflected in Bingemans prices if deemed necessary. All prices are subject to change. NOTE: Seasonal menus may be priced differently.

ROOMS

Function rooms are assigned based on the guaranteed maximum number of people anticipated. We reserve the right to relocate groups due to changes in the numbers, set-up requirements or service times.

Bingemans reserves the right to renegotiate any charges for meeting, banquet space if there is a significant drop (25% or more) in your attendance or food and beverage requirements.

LABOUR CHARGE RE: BARS

When revenue is less than \$400.00 per three-hour period, a bartender charge of \$18.00 per hour, per bartender, will be applied (minimum 3 hours).

LABOUR CHARGE RE: SNACK BARS

During operations, should the revenue not average \$150.00 per hour, a \$18.00 labour charge will apply per staff plus applicable taxes.

GUARANTEED NUMBER OF GUESTS

A minimum guarantee of number of persons attending is required 14 days prior to the event, unless otherwise stated. Notification of a guaranteed number of persons attending the catered function is required 72 hours (3 working days) prior to the event.

CREDIT INFORMATION

All accounts are due upon receipt of invoices. Past due accounts will be charged interest at 1.5% per month. Pre-payment or credit card guarantee may be required.

ROOM SET UP

Any requests made less than 24 hours prior to the function date to alter set-up of the room from that which is stated on the contract are subject to a service charge equal to the cost of labour to make the necessary changes. A \$75.00 replacement fee will apply if Ballroom lighting remotes are not returned at the end of the function.

SECURITY

A security charge based on attendance will apply for all functions where alcohol is served, unless otherwise stated.

FOOD AND BEVERAGE

All food and beverage items served at Bingemans must be provided by Bingemans. Removal of any food or beverage from the premises is not permitted.

SOCAN & RESOUND

A fee (determined by room capacity, Socan and Resound pricing schedule) + 13% HST will be charged at functions with music only or with music and dancing.

FOOD ALLERGIES

Bingemans is happy to accommodate for specified food allergies. We are not a nut free facility and food items *may contain nuts or traces of nut products*.

CUSTOMER STORAGE

Bingemans is not responsible for items delivered to or left on the premises unless previous arrangements have been made for secure storage.

CANCELLATIONS/REFUND POLICY

Notice of cancellation is required 120 days prior to the function. Deposits may be refunded provided the space has been rebooked by a comparable function

OFF-SITE CATERING

Additional charges may apply and existing prices may vary according to individual functions and venue

USE OF FACILITIES

The convenor is responsible for repairs or clean-up costs associated with restoring the room to a saleable condition as a result of misuse to the room.

PROVINCE OF ONTARIO SMOKING POLICY

As of January 1st 2015, smoking is only permitted in specifically signed areas as a Designated Smoking Area. These areas have been designed to meet the provincial requirements, and as posted in the signed areas, there is no food, beverage or alcohol products allowed in these areas at any time.

USE OF WALLS/FLOORS

Absolutely nothing shall be mounted on, hung from, or attached to the walls and/or floors unless pre-arranged and authorized by Bingemans in writing in advance with a \$2,000.00 damage deposit. The use of nails, staples, tacks, or any type of tape is strictly prohibited.

THE UNDERSIGNED

The undersigned agrees to pay for any damage to equipment or premises owned, rented, leased or otherwise the responsibility of BINGEMANS, howsoever caused to BINGEMANS. If the convenor is a corporation or other individual, the undersigned has the authority to bind the convenor.

THE CONVENOR

The convenor agrees that BINGEMANS may at its sole discretion cancel this contract by giving the Convenor oral or written notice of its decision to do so if BINGEMANS should consider to hold the function might be expected to result in civil commotion, harassment of patrons of BINGEMANS or damage thereto and return to the convenor any deposit paid **to it and there shall be no further** liability upon it.

PLEASE RETURN ONE SIGNED COPY and retain one copy for your records.

CONVENORS SIGNATURE

The Contract is void if not signed and returned within 7 days

BINGEMANS REPRESENTATIVE

Dated: