



Day:		Organization:	
Date:		Phone Number:	Fax:
Function:		Email Address:	
Room:		Guaranteed # ppl:	
Rental:		Booking Contact:	
Est # ppl:		Billing Contact:	
Times:		On-site Contact:	
Misc:		Deposit:	\$50 up front, to hold space. 50% of remaining balance due one week prior to event date.
		Payment Method:	

Tax and Services Charges: HST 13%, Service Charge 17% Applicable on Food, Beverage & Services
 Final Guarantee of number of guests attending is due no later than (5) working days prior to your event.

<p><u>SET UP:</u></p>	<p><u>FOOD REQUIREMENTS:</u></p>
------------------------------	---

Please sign the space below and provide applicable payment details in order to confirm event contract.

Name: _____	Name: _____
Date: _____	Date: _____
Signature: _____	Signature: _____
Organization: _____	Organization: _____