

Concordia Club

Banquet Rules and Regulations

MENU SELECTION

Your menu selection should be submitted to the office at least four weeks prior to your function.

GUARANTEE

If you have a group banquet meal, the guaranteed number of guests attending the function must be submitted to the office 2 weeks prior to the function. The guaranteed number is the minimum number of guests for which you will be charged.

DEPOSIT

A non-refundable deposit of \$ 1,000 is due upon booking a date in our Main Hall. This contract is null and void in the event that the planned banquet cannot be held due to acts beyond our control, such as fire, earthquake and criminal acts.

FOOD AND BEVERAGE

All catering of food and beverages must be provided by the Club. No beverages of any kind are permitted to be brought into the function rooms of the Club. Bar service and entertainment stops at 1.00 am in order to clear the function room by 1.30 am.

ADDITIONAL GOODS AND SERVICES

In the event of drop in guests at your function, or any last minute changes, this clause provides clearance for collections of the additional charges not previously signed for on the Banquet Function Agreement.

TICKETS

Please notify the office in advance, if tickets are to be collected for your function.

DAMAGES

Any damages occurring to the property of the Concordia Club by a client, his guests or contractors will be added to the clients bill. The Club is not responsible for any items left on the premises which are lost, stolen or

damaged. A charge will be levied when deemed necessary by the Concordia Club for damages, removal of excess garbage from the rooms or extraordinary cleaning.

CHECK ROOM

Coatcheck is available on an individual basis or flat fee.

FOOD AND BEVERAGE

Prices are subject to change due to market conditions. Guaranteed prices will be given 60 days prior to the event. Should confirmed attendance be lower than 20% of expected attendance, the Banquet Function Agreement will become null and void and will be renegotiated.

Active Concordia Club members may bring in homemade sweets. Under no circumstances may any Club equipment be used.

NON-SMOKING

Regional tobacco By-Law requires that our facility is 100% non-smoking. As a private club we are not exempt due to public access to the Club. Smoking is permitted outside of our main entrance to the hall. However, alcoholic beverages are only permitted in the hall itself and can not be taken either into the lobby or outside of the Club building.

STORAGE

The Club office must be notified of expected delivery of materials for a function. Upon previous arrangements, articles will be stored no more than 24 hours prior to the scheduled date of the function. The Concordia Club is not responsible for materials stored in the banquet room after the completion of the function.

INSPECTION

The Concordia Club reserves the right to inspect and control all functions being held on the premises. All laws governing purchase and consumption of food and beverage will be strictly adhered to. The Concordia Club will restrict the sale and consumption of alcohol as deemed necessary. All reasonable measures will be taken to ensure the safety of the patrons at all functions held at the Concordia Club.

DECORATIONS

The Concordia Club requires all decorators, private or hired, to read and

complete the Contractor Safety Guidelines. These rules and regulations must be adhered to in order to decorate at the Concordia Club and as a result become part of this contract. A copy of the Contractor Safety Guidelines can be found in the Club main office or online at our website. All decorations must be removed from the Concordia Club on the evening of the function unless other arrangements have been made with the Concordia Club.

ADVERTISING

Any advertising prepared by the client using the name of the Concordia Club must be approved by management.

PAYMENT

A 60% payment of the estimated final bill is due two weeks prior to the function. This payment is non-refundable A final invoice will be prepared after the event and payment is due within 30 days.