

## **Lonsdale Quay Hotel Meeting Terms and Conditions**

*All function agreements are subject to the policies of the Lonsdale Quay Hotel*

*All prices are subject to change without notice. (Except for events for which a contract has been executed).*

### **Service Charges & Taxes**

All rooms, beverages, and food and non-alcoholic beverage service is subject to an 18% of gratuity and 5% GST. All equipment rentals are subject to 5% GST & 7% PST.

### **Payment**

A 50% refundable deposit is required to guarantee and confirm a booking. The balance of the estimated charges is due prior to the event unless there is a pre-approved credit. Certified bank draft, cheque (no later than two weeks prior), cash or credit card may make payment. We do accept applications for credit, which can be arranged through our accounting department, with a minimum of three weeks of processing.

### **Cancellations**

Functions canceled within 29 days of the event are subject to a cancellation fee of 50% of the contracted room rental, as well as the food and beverage revenue. Functions canceled within 5 days (120 hours) will be charged 100%. A full refund is available only when the same room has been booked.

### **Event Guarantees**

The hotel requires a final guest count and food & beverage finalization 10 business days prior to your event. The hotel will prepare and set 5% above the guaranteed number to a maximum of 20 guests. In the event that the hotel receives no guarantee, the original contracted number will be charged, or the actual number of guests served, whichever is greater. The hotel reserves the right to provide an alternate banquet room best suited to the group's size should the number of guests attending the event differ greatly from the original expected number.

### **Conduct**

The Lonsdale Quay Hotel is a boutique property. It is our expectation that guests, outside suppliers and contractors, musicians, disc jockeys, and technicians conduct themselves in a businesslike and respectful manner. Any conduct or communication that is determined to be unprofessional and disrespectful to Hotel Staff or guests may result in eviction from the property and future suspension.

### **Deliveries**

Please ensure proper labeling of all deliveries, including the name of the group, group contact, hotel contact, and the date of the function. Should you require assistance with the boxes, packages, or freight; a service charge will be assessed at \$55+GST/PST per staff, per hour - one hour minimum and a storage fee may apply. The hotel will not receive or sign for COD shipments and is not responsible for shipments left behind.

The hotel will not be responsible for damage or loss of any articles left in the hotel prior to, during, or following any function.

### **Food and Beverage policies**

*To maintain food and beverage safety and quality, all food and beverage served in the Hotel is to be provided by the Lonsdale Quay Hotel, with the exception of wedding cakes, for which a labor charge of \$3.00 per person will be applicable if you wish us to cut and serve the cake. No other food or beverage from another venue is to be brought into the hotel. This includes coffee cups and other beverages consumed during the event. If outside food & beverage is brought into the hotel, an automatic \$500 service fee will be charged. GST/ PST will be charged.*

**\* Please initial** \_\_\_\_\_

Due to food and health regulations, no leftover food can be removed from the hotel or to a guestroom. In addition to an 18% gratuity and 5% GST, alcoholic beverages are also subject to a 10% Provincial Tax. Provincial liquor regulations prohibit service after 12:00 am Monday to Saturday, and 11:00 pm Sundays. All alcoholic beverages are to be supplied by The Lonsdale Quay Hotel.

### **Signage**

The Catering Manager must be consulted prior to setting up displays and banners. The use of nails, staples, glue or any like materials is not permitted on any walls, doors, or ceilings of the banquet rooms. The hotel reserves the right to remove signage that is not prepared in a professional manner or is deemed unsightly and untidy.

### **Music & Entertainment**

All live or taped entertainment/music is subject to a SOCAN fee (The Society of Composers, Authors and Music Publishers of Canada) and Re: Sound (Canadian not-for-profit music licensing company) as follows:

Where the room capacity is 1-100 guests (seated & standing), the fee is \$62.64 with dancing and \$31.31 without dancing. Where the room capacity is 101-300 guests (seated & standing), the fee is \$90.12 with dancing and \$45.02 without dancing. Rates are subject to GST.

It is the sole responsibility of the Convener to ensure all audio-visual equipment is in good working order to their desired levels prior to the start of the event; this may include with or without a hotel staff member present. If an outside vendor is used, the same conditions apply. No assumption that the hotel will provide audiovisual equipment without pre-confirmation.

### **Sound Levels for DJ's & Live Bands**

Due to the proximity of our banquet rooms to hotel guest rooms, noise regulations are in place for events that have DJ's and Live Bands. The music and sound level must be kept at acceptable levels. Should it become necessary for a hotel representative to ask the DJ/Band to adjust the volume, it is imperative that these instructions be followed immediately. Failure to comply with this request will result in the DJ/Band being asked to discontinue playing for the remainder of the evening and face the potential future suspension from performing at the Hotel.

### Security

The Hotel is not responsible for articles left unattended in Meeting/Banquet Rooms, and will not assume responsibility for any loss or damage to items and material brought in the Hotel.

### Parking

If you wish to host parking charges for your guests, please advise your Catering Coordinator. Self-parking charges are as follows: Hotel Guest daily rate - \$28.75 plus GST

All other guests – a flat rate of \$12.00 (up to 8 hours) \* A special code is required for this option \*

### Labor Rates

Labor Rates for revisions to contracted event set up less than 24 hours before schedule start is

**\$35** per staff/per hour

Labor Rate for meal functions starting 30 minutes after the agreed time is **\$35** per server/per hour.

The labor rate for bar service with meal service is **\$40** per bartender/per hour (minimum 4 hours) Statutory holidays is **\$50** per bartender/per hour (minimum 4 hours)+GST/PST.

The labor rate for bar service without meal service (maximum 4 hours) is **\$200** or **\$250** on statutory holidays (If alcohol consumption is over \$1,000.00, the bartender fee will be waived) +GST/PST.

The labor rate for setting up additional decorations including flowers, place cards, etc. is **\$45** per staff/per hour or **\$55** per staff/per hour on statutory holidays+ GST/PST.

The labor rate for clean-up/maintenance of unauthorized decorations, set up, props, or unreasonable or excessive garbage/mess is **\$35** per staff/per hour or **\$45** on statutory holidays + GST/PST

The Convener shall be held responsible for any damage to property or equipment of The Lonsdale Quay Hotel caused by the Convener and/or his guest. He or she is also responsible for the actions and conduct of their guests while at the Hotel.

All guests must vacate the function area at or before the function closing time as stated on the contract. Any function closing after its scheduled time will be subject to an additional charge plus GST/PST per hour.

If for any reason beyond its control, but not limited to strike, labor dispute, accident, the act of war, the act of God, fire, flood, or other emergency condition, the hotel is unable to perform to its obligations under this Agreement, such non-performance is excused. The Hotel may terminate this Agreement without further liability of any nature, upon return of the Convener's deposit. In no event shall the Hotel be liable for consequential damages of any nature for any reason whatsoever.

**I have read the above information and agree to the Terms and Conditions:**

\_\_\_\_\_  
Name of Convener

\_\_\_\_\_  
Signature of Convener

\_\_\_\_\_  
Date of Function

\_\_\_\_\_  
Today's Date

\_\_\_\_\_  
Lonsdale Quay Hotel