

Contract

Brides Name: _____

Grooms Name: _____

Mailing Address: _____

E-Mail Address: _____

Phone Number: _____ Phone Number 2: _____

Credit Card No: _____

Deposit Required: \$300.00 Deposit Due Date: _____

Deposit Required to Confirm Booking

SOCAN Rate: \$59.17 (See attached) _____

Rooms Blocked _____

Room Rate: Contact Hotel For Rates _____

Room Cut off Date: 3 week prior to event _____

All rooms not picked up will be returned to inventory

Please sign below to accept St. Christopher's Hotel conditions of bookings and cancellation policies as listed in this contract.

Client Signature Date

Hotel Manager Date

Contract

Conditions of Booking

MENU

Contact the hotel for menu choices.

All menu selections must be made at least 14 days prior to your event. Any changes in numbers must be confirmed at least 7 days in advance. All prices are subject to change. All food and beverage prices are subject to HST.

We will need you to inform us of any food allergies for your group in order that we can take the necessary precautions when preparing the food. We undertake on request, to provide full information on the ingredients of any item served to your group. Should you not provide the names of the guest and the nature of their food allergies, you shall indemnify and hold us forever harmless from and against, any and all liability or claim of liability for any personal injury that does not occur as a direct result of our negligence or the negligence of any of our representatives.

The hotel reserves the right to substitute a comparable function room within the hotel for the function room named in this agreement. The hotel also reserves the right to provide an alternate function room suited to the group's guaranteed attendance.

GUARANTEES

The Hotel requires notice of guaranteed number at least 14 days prior to your event. If a guaranteed number is not provided, the estimated number will be used as a guaranteed number.

FOOD AND BEVERAGE

Section 34 of the Liquor Regulations Act makes it an offense for anyone to bring in, allow to be brought in, or allow to remain on the premises, any alcoholic beverages that have not been purchased from the licensed establishment.

No Food and Beverages permitted to be brought into the establishment unless supplied by the licensed caterer. Bar Service will stop promptly at 2:30 am.

ENTERTAINMENT

Music, D.J., etc. must have entertainment ended by 3:00am. Entertainment must provide own equipment. The expense of any special electrical needs must be paid by the individual hosting the function

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DEPOSITS AND SECURITY

We require at least six months notice for wedding cancellations. A \$300.00 deposit is required to confirm your event.

CANCELLATIONS

All cancellations must be received in writing and directed to the General Manager.

PAYMENTS

A credit card valid for the date of the function must be provided upon event confirmation. Any outstanding charges or damages must be settled on the day of the event.

DAMAGES AND SECURITY

Any decorations to be affixed to the walls, floors, ceiling of room must be approved in advance. Any damages, cost of repairs will be billed to the client.

No tapered candles, confetti, or glitter is permitted.

St. Christopher's Hotel reserves the right to inspect and control all private functions. All equipment, boxes, etc., sent to St. Christopher's Hotel should have the wedding name, date and contract name listed on the items being delivered.

EXTERNAL CONTRACTORS

All external contractors hired by the client must contact the Hotel Manager for scheduling of set up and break down time based on availability of the facility.

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GUEST ROOM

A complimentary bridal suite will be provided for the wedding couple for the night of the wedding reception, when you book your dinner and dance with us. Guest rooms will be made available at the time of a confirmed booking at a discount rate and held until three weeks prior to the function. After this block is released, reservations will continue to be taken on space available basis at regular room rates.

Please sign that you have read and agree to the above conditions.

Event Organizer

Date

Thank You!
For choosing St. Christopher's Hotel