

## GUILDFORD GOLF & COUNTRY CLUB CATERING TERMS AND CONDITIONS

Please note the following:

1. A \$500.00 deposit is required at the time that your booking is confirmed.
2. A guaranteed number of guests are required by our catering office seven days prior to your function. We can accommodate up to a 10% increase of guests over the guaranteed number (up to a maximum of 120 seated guests) at an added cost. The guaranteed number is not subject to reduction.
3. Room rental and set up fee is subject to the event.
4. Quoted prices are subject to change and are guaranteed 90 days prior to the function date. All prices are subject to a 16% gratuity and applicable taxes.
5. Floor plans must be submitted to Janette seven days prior to event, an additional fee of \$200 will be applied if submitted after the deadline.
6. Any boxes and/or garbage must be removed by the client. If any boxes or garbage is left behind, the client will be subject to an additional \$50.00 fee.
7. All beverages (alcoholic and non-alcoholic) and food items are to be supplied by Guildford Golf & Country Club. Corkage functions are respectfully declined.
8. The estimated cost of your function as stated from your event agenda and invoice is to be paid in full seven days prior to your event. The \$500.00 deposit will be subtracted from the final total. It will be held to cover any additional purchases. Refunds will be mailed within seven days of the function.
9. Liquor regulations prohibit service after midnight at which entertainment must cease. Due to Fraser Health regulations, food cannot be brought in or removed from the premises.
10. The catering office must be consulted prior to the setting up of any displays, the use of nails, staples, glue or any other materials that will alter the state of the room. Convenors of functions will be held responsible for any damage to the property and/or equipment belonging to Guildford Golf & Country Club.
11. Functions incorporating music are required to pay a music royalty fee to SOCAN/RESOUND (Society of Composers, Authors and Music Publishers of Canada) of \$45.02 (without dance) or \$90.12 (with dance). Guildford Golf & Country Club does not receive any of the proceeds collected for these particular fees.
12. Any advertising or promotional material for your event that includes or mentions, "Guildford Golf & Country Club" must be approved by our General Manager.
13. Our cancellation policy requires written notice ninety days prior to your event. If we are able to re-book your room for the same date we will refund your full deposit.
14. Guildford Golf & Country Club assumes no responsibility for any loss or damage to goods, property and/or equipment brought into the facility by guests. Except for claims arising out of acts caused by gross negligence of Guildford Golf & Country Club, the patron hereby agrees to indemnify, defend and hold harmless, Guildford Golf & Country Club, its directors, officers, employees and any other person or persons who control Guildford Golf & Country Club (collectively the Indemnified Parties) from and against any and all loss, liability, damage, claim, or expense (including the reasonable cost of investigation and attorney's fees) that Indemnified Parties may incur, insofar as any liability, damage, claim or expense which is related to or arises from, directly or indirectly, facilities/ equipment usage and rentals on the property of Guildford Golf & Country Club.

I have read the catering information above and I understand the terms and conditions.

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Name (printed)

Signature

Phone number

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Name (printed)

Signature

Phone number