

Contract for Catering and Banquet Hall Facilities

Between:

The Pines Wedding and Function Centre ("Pines")

- and -

Date

The Pines agrees to make its facilities located at 115 Fountain Street South in Cambridge, Ontario ("Facility") available to the Hosts on _____ for their wedding reception ("Reception").

It is agreed that the Pines will not book any other events at the Facility on this date; however, it is agreed that other items such as food tastings and showings of the Facility may occur on _____ provided that they occur before the commencement of the Reception.

The Hosts agree to provide payment in the amount of _____ plus GST in order to book the Facility and secure the date of _____ ("Hall rental"). Once the Hall rental has been provided the Pines shall not book any other functions at the Facility on _____. The Hall rental is non-refundable. In the event that the Hosts cancel within six months of the Reception date, a cancellation fee in the amount of 50% of the estimated value of this contract shall be payable to the Pines unless the Pines is able to re-book the Facility on the same date with a reasonably comparable event in which case there will be no cancellation fee in addition to the non-refundable deposit.

Minimum Guests

For Saturday night bookings between the months of May to December, the Pines require a minimum of 150 adult guests under the "all inclusive option" (discussed below). The Hosts agree that if the actual attendance is less than 150 adults, a surcharge of \$50 for each adult guest under the minimum of 150 will apply. Should the Facility be booked on a Friday night, the rental rate and deposit amount is \$800 plus GST as opposed to the previously mentioned \$1200 plus GST. For Friday night booking you must have a min of 75 guests but you do not have to have an all inclusive option. We do not permit cash bars on Friday or Saturdays.

The Hosts shall guarantee the amount of guests that will attend by no later than 12:00 noon, two business days prior to the Reception. If the Hosts fail to provide this guarantee, the Pines shall use the expected attendance figures as the guarantee and the Hosts will be billed as per the guaranteed number or the based on the actual number of guests in attendance, whichever is greater. Payment must be made 1 week prior to the event in the way of certified chq/money order or cash. We do not accept credit card payments.

Invoicing

The Pines shall send an invoice to the Hosts approx 1 1/2 to 2 weeks prior to the date of the Reception for the food and bar portion of the service. The Hosts agree to pay this invoice in full one week prior to the date of the Reception. If the Hosts fail to pay this invoice one week prior to the Reception, the Pines shall notify the Hosts of their failure to provide payment. If payment has not been received within two business days following this notification, the Pines may, in its sole discretion, cancel the event and retain the Deposit and any applicable cancellation fee.

A final invoice, if necessary, will be generated within five business days after the Reception. The Hosts agree to pay this invoice promptly. All payments shall be made by cash, certified cheque or money order. Credit card payments are not accepted. The Pines may accept a personal cheque at its sole discretion.

Fees

The following fees apply in addition to the Deposit mentioned above and the All Inclusive Package mentioned below: All prices plus tax (13% food) (15% on bar) and gratuity (15%)

- a) if the Pines is required to cut the cake there will be a charge of \$75;
- b) if coffee is required during cake, there will be a charge of \$15 per carafe;
- c) the Hosts shall pay a SOCAN music tariff fee of \$62.18; and,
- d) the Pines *may* charge the Hosts a clean up/damage fee in the event that the Facility is not left in a condition satisfactory to the Pines. The Pines shall act reasonably in making this determination.

All Inclusive Package

The Hosts have elected the All Inclusive Package. This cost of this package is \$110 per adult guest and includes all taxes and gratuity (the cost before tax and gratuity is \$84.61). The price per child (aged 19 or younger) is \$50 plus tax and gratuity for meal and hors d'oeuvres and \$20 plus tax for kids meal to include celery and carrot sticks, chicken fingers and fries and the Hosts selected dessert.

The All Inclusive Package includes the following:

- a) hors d'oeuvres;
- b) four course dinner; (\$42.80 value) and,
- c) 4 hours of open bar and unlimited wine house during dinner

Hors d'oeuvres shall be served to guests upon their arrival. Dinner shall comprise of a soup (or substitute and platter of beef), salad, main course (including potatoes and vegetables), desert and coffee. The Hosts can elect to forego the soup or salad and substitute either one for an extra platter of beef or chicken on each table during the main course not to exceed a value of \$42.80

The four hours of bar service includes unlimited domestic beers, wine, mixed drinks, pop and juice.

Should the Hosts require additional bar time they may run a tab. The cost of running a tab is typically \$300 - \$500 per hour.

Other

The Hosts shall be responsible for paying any fees associated with their DJ and/or entertainment and any decorating they wish to be done over and above the basic decorations that are offered by the Pines.

Rental of facility includes all linens, existing decorations, china, glassware, wait and kitchen staff provided. set up of tables and clean up. Host must provide own centrepieces and candles for each table.

_____ Pines (Jennifer Montague/Lynn St Clair)

_____ Bride

_____ Groom