

CATERING AND EVENT CONTRACT

Event Date: _____

Name of Client/Organization

Phone

Fax

E-mail

Address

Contact Person

Phone

Fax

E-mail

GUESTS

Arrival Date/Time: _____

Departure Date/Time: _____

Approximate # of Guests: _____

**To be confirmed within twenty
One (21) days prior to an event.*

FOOD SERVICE

Formal Plated

Buffet

Cocktail

Special Requests:

Early Contract Bookings: Clients who book in advance of six (6) months are warned that fluctuations in market prices of certain items may affect the final price of the event. If the fluctuation is drastic, Code's Mill reserves the right to charge the client up to a maximum of 10% over and above the prices set out in our conference package.

Services/Products Offered: Code's Mill on the Park Inc. is contracted to provide products and services set forth in this contract. Any other products or services either actual or implied must be written into the contract. Code's Mill will not be held responsible if the terms of this contract are unable to be carried out due to any fire/flood/act of God/Force-majeur.

Included in Rental: Code's Mill will provide the client with: clean facilities, all set up necessary for food and alcohol services, appropriate staffing for service of food and alcohol, clean up and laundering of linens, sufficient coordination services for the smooth running of the event.

Guaranteed Number: Final dinner numbers must be confirmed no later than twenty one (21) days prior to the event. *You will be charged for the Guaranteed Number or the actual number of attendants whichever is greater.*

Lost/Damaged Articles: Code's Mill will not be responsible for lost or damaged articles left on the premises. Any items left after an event will go into the lost-and-found and will be the responsibility of the owner to claim. Any items not claimed within ninety (90) days will be sent to a charity.

Guest Conduct: Code's Mill reserves the right to eject any guest from any event. Code's Mill reserves the right to restrict the alcohol consumption of any guest as per the liquor control act of Ontario.

Code's Mill on the Park | EVENT CONTRACT TERMS & CONDITIONS

SOCAN (Society of Composers, Authors and Music Publishers of Canada): This allows a client the right to play musical works from SOCAN's repertoire at receptions, conventions, assemblies and fashion shows taking place at our establishment. The tariff rates are as follows:

CAPACITY	WITHOUT DANCING	WITH DANCING
100	\$20.56	\$41.13
101-300	\$29.56	\$59.17

Decorating: Any decorating or personal set-up of the facility must have prior approval of the Event Coordinator. *All containers and disposable goods brought into Code's Mill is the responsibility of the client (e.g. – empty boxes used to bring in items). A fee will apply for ANY removal!*

Private Alcohol: Due to LCBO regulations, no private alcohol in any form may be brought onto the licensed premises. For example: bottles of wine used as centerpieces and as favours for your guests, are not permitted by law. Liquor Laws do allow the exception of Homemade Dinner Wine, with the understanding that the Code's Mill bar must be closed during this service; and a corkage fee will be charged.

Alcohol Services: Code's Mill staff will dispense all alcoholic beverages. The bar will operate as a cash bar unless alternate arrangements are made with the Event Coordinator. No alcoholic beverages shall be carried into or out of the hall; this is a violation of liquor laws.

Outside Caterers: Code's Mill is a fully catered facility and does not allow outside caterers.

Bar Hours of Operation: Alcohol services are available from 11 a.m. to 1 a.m. Monday to Sunday.

Payment: Code's Mill on the Park accepts payment by cash, cheque, Master Card, Visa and Interac. All cash for collection of delinquent accounts will be added to the account balance plus 2% interest charged monthly on account balance. Upon receipt of final invoice, payment is due n/30 days to Code's Mill on the Park.

Cancellation Policy: The arrangements as outlined in this Agreement are to be protected on a definite basis upon receipt of this signed confirmation. **Cancellation of the event will result in the following charges:**

30-14 days prior to the event: 50% of estimate to be paid

14 days or less prior to the event: client to pay full value of this estimate.

In case of rescheduling, your deposit can be transferred without penalty if the event is held within 30 days of your initial arrival date. If you are unable to reschedule within the 30 days, the cancellation policy will apply.

Option Date: To confirm arrangements for this meeting, please sign and return one copy of this Contract by email to angela@codesmill.com or fax 613-267-1635. If we have not received a signed Contract, we reserve the right to release the space being held for you. Should you have any questions, please contact us at 613-264-9604. Thank you once again for bringing your business to Code's Mill on the Park.

Valid until December 31, 20____. Prices are subject to current taxes and are subject to change.

Service Charges/Taxes: *All prices are subject to current applicable taxes: HST.*

15% administration fee is applied to all invoices.

I have read and fully accept all conditions and information as outlined on this contract.

Signature

Name (Printed)

Date

Accepted by Code's Mill Representative

Date

