

SNSYC

Rental of Dining Area: Contract

Note: all rentals are subject to availability and Executive approval.

Member/Sponsor's name: _____

Billing Name: _____

Billing Address: _____

Credit Card #: _____ Expiry date: _____

Email: _____

Phone: _____ Cell phone: _____ Fax: _____

Date of function: _____ Duration of function: _____

Start time: _____ End time: _____

Type of function: _____ Number of guests: _____

Food requirements:

Liquor requirements:

SNSYC

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Details	Estimated Total	Actual Total
Basic rental fee - \$6 per guest x _____ guests		
Bartenders/servers - \$25 per hour x _____ staff members		
Set up/clean up - \$25 per hour x _____ staff members		
Food - \$ _____ x _____ guests		
Liquor: As per SNSYC Price List		
GST		
PST		
Gratuity (15%)		
ESTIMATED/ACTUAL TOTAL COST OF EVENT		
Event deposit (30%) - required at time of booking. Non-refundable if even cancelled within 30 days of event date:		
Estimated balance due one week before event:		
Damage deposit - required at time of booking. Refundable following end of event inspection.	\$250	
Any outstanding balance due will be charged to credit card on file. (Any credit to renter will be returned by cheque).		

By signing this schedule the signees agree to be bound by the attached "Rental of Dining Area: Terms and Conditions."

Signature of member/sponsor: _____ Date: _____

Signature of party to be billed: _____ Date: _____

Bar and Food Services Director/Manager approval (on behalf of the Executive):

Signature: _____ Date: _____

RENTAL OF DINING AREA: TERMS AND CONDITIONS

Application:

The applicant must be a member in good standing and must be in attendance throughout the function. It is the applicant's responsibility to ensure that the requirements of the rental contract are fulfilled. The application for rental is to be submitted on the form provided, or by email to the Bar and Food Services Director through the Bar and Food Services Manager. Normally, the application must be made **sixty (60) days prior to the function** and must be approved by the Bar and Food Services Director of the club. The Executive reserves the right to deny rental of the clubhouse without reason.

Deposit:

A damage deposit of \$250 is required upon approval of the function. This deposit will be returned to the applicant following a post-event inspection by the Bar and Food Services Manager. The applicant will be responsible for all repair costs associated with damage incurred during the function.

At the same time, **an event deposit will be required equivalent to 30% of the total cost of the event.** If the function is cancelled thirty-one (31) days or more prior to the event, the event deposit and the damage deposit will be returned in full to the applicant.

Rental Area:

During the times the clubhouse is normally open, the area available for rental shall be restricted to the east patio and the dining area "B."

During the time the clubhouse is normally closed (non-holiday Mondays and Tuesdays) the rental area may include those in (1) above, the bar area "A," both patios and the grounds.

If liquor is to be served beyond the bounds of the clubhouse building, a "Special Occasions" license is required from the BC Liquor Control Board, and must be purchased at the applicant's expense.

Liquor and Food:

All liquor requirements (table wines, specialty drinks, champagne, etc.) must be ordered through the Bar and Food Services Manager at least **two (2) weeks before the event.**

No personal liquor may be brought onto the premises, or consumed in the grounds of the clubhouse. In addition, no food may be removed from the premises at the end of the event.

Minors are prohibited from the bar area "A" and the south patio at all times.

Food requirements must be negotiated with the chef and pricing established at least thirty-one (31) days or more before the event.

While it is recognized that attendee numbers may change as the date for the special event approaches, **we require a guaranteed number of guests attending an event one week prior to the event date. This is the minimum number of guests you agree to pay for, based on quoted rates. All food and liquor requirements must be finalized one week prior to the event.**