

# BANQUET HALL CONTRACT



The Banquet Hall contract is entered into between The Fairway Group Calgary, operating as Wingfield Golf Club (hereafter, The Club) and \_\_\_\_\_ (hereafter, the Host).

The Host hereby reserves the date \_\_\_\_\_ for their function of approximately \_\_\_\_\_ guests, and the following terms and conditions shall accompany the function at Wingfield Golf Club.

## Terms and Conditions:

### **Contract & Deposit**

All non-golf functions in the Banquet Hall require a \$1500 non-refundable deposit and signed contract within two weeks of the tentative booking to secure the function date and space. For golf functions, this fee will be based upon the estimated function value and will be determined by the Food & Beverage Department.

The Host is responsible for all charges, damages and theft that might occur in relation to the event.

***A credit card number on file will be required as a guarantee against damages and incidentals. If damage is found following a function, the Host will be notified before the processing of any amount.***

### **Banquet Hall Rental Fees (Non-Golf Functions)**

The Host will be provided access to the Banquet Hall the morning of the function, no later than 10:00am, and will have use of the facility until 1:00am the following morning. The Banquet Hall must be empty of guests and hired contractors no later than 1:00am. Rental of the Banquet Hall includes tables and chairs only. **Outside catering is not permitted without prior approval by Management.**

The Banquet Hall must be left in the manner it was received following the function or a cleaning fee of \$350 + GST will be charged. The Host shall remove all personal property, trash and other items that were not present in the venue prior to the function. If trash is not removed, the host will pay an additional \$100 + GST.

**CONFETTI BOMBS ARE STRICTLY PROHIBITED, and the host will be charged an additional fee of \$500 + GST if they are used in the Banquet Hall.**

**Banquet Hall Rental Fee (100 guests or less): \$1000 + GST** and will include tablecloths, chair covers, napkins, set-up, servers and bartender as well as cleanup.

**Banquet Hall Rental Fee (more than 100 guests): \$1500 + GST** and will include tablecloths, chair covers, napkins, set-up, servers and bartender as well as cleanup.

## Cancellation Policy

In the event of cancellation, all deposits are non-refundable. All notices of cancellations must be received in writing and confirmed by the Club. Deposits may be refunded if the Club can rebook the Banquet Hall with an event of equal value.

## Confirmation & Guarantee

A confirmation of the number of guests is required 14 days in advance along with full payment. A guaranteed number of guests must be confirmed 7 days in advance. Provision will be made for 5% more guests than expected, however, charges will be based on the actual number attending or guaranteed, whichever is greater.

## Children and Guests: Golf Course Access Prohibited

Children under the age of 16 MUST be supervised at all times. ALL GUESTS must remain inside the fenced area of the Banquet Hall and are NOT PERMITTED on golf course property at any time, unless prior arrangements were made for photos etc. This includes the paved cart path, driving range, putting green, bunkers and golf holes. This is for the safety of your guests as the golf course is often still active during banquet functions. **NOTE:** The rocks in the garden beds are not to be removed/thrown or a clean-up fee may apply.

## Parking

All vehicles associated with the event must be parked in the general parking area. No vehicles shall be parked in the kitchen receiving area without the express permission of the Club.

## Food & Beverage Service – Last Call and Hall Shutdown

Food service will have a last call of 11:00pm and any remaining food will be taken away at 11:30pm. Alcoholic beverage service will have a last call of 12:00am (midnight) at the Club with no alcoholic beverages being served after 12:15am. This is to ensure there is enough time for staff to clean-up prior to the hall being vacated by all staff, guests and vendors at 1:00am.

**If alcohol is being served at your function, a Special Event Licence (SEL) will need to be arranged by the Host.**

**<https://aglc.ca/event-licence/>**

The Club follows the Alberta Gaming & Liquor Commission rules. The Club reserve the right to refuse service to anyone who appears intoxicated. ***The Host is responsible for the conduct of their guests. No drinking is permitted in the parking lot areas. Guests are encouraged to arrange taxis, designated drivers, or shuttles prior to the function.***

***\*\*NOTE: The Club and staff on duty, retain the right to shutdown a function prior to last call in the situation of physical violence, staff intimidation or harassment. \*\****

## Decorator & Musical Accompaniment

The Club will confirm Banquet Hall availability for decorating one week prior to the date of the function. Table centerpieces, flowers, additional linens (other than those arranged through the Club) are the responsibility of the Host. Any candles brought into the Banquet Hall must be flameless or have enclosed flames.

Decorations may not be hung with tape, wire, nails or screws in the venue. All decorations must be removed without leaving damages directly following the departure of the last guest unless special arrangements have been made between the Host and the venue in advance.

The DJ/Band will be permitted to set-up the morning/day of the function and should remove their equipment immediately following the event unless arranged otherwise, in advance, with the Club.

The Club will not assume the responsibility for any lost, stolen or damaged personal or rented items.

Name of Decorating Company: \_\_\_\_\_

Decorator's Name: \_\_\_\_\_ Decorator's Phone: \_\_\_\_\_

Decorator's Email: \_\_\_\_\_

Company Name of DJ/Band: \_\_\_\_\_

DJ/Band Contact: \_\_\_\_\_ DJ/Band Phone: \_\_\_\_\_

DJ/Band Email: \_\_\_\_\_

## Payment Policy

Full payment is required 14 days prior to the event and may be paid by e-transfer, cash, certified cheque, Debit, Visa, MasterCard or American Express. **An administration fee of 3% of the total payable will apply to all credit card payments.**

## Service Charge & GST

For food and beverage, an 18% service charge and GST are not included in the menu prices and will be added to your final invoice unless a separate arrangement was made at the time of booking.

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The Host agrees to indemnify, defend, and hold harmless the Club and its officers, directors, and employees from and against any and all demands, Acts of God, labour troubles, disputes or strikes, government restrictions, transportation of food, beverages or supplies and any other causes beyond the control of the Club.

Your signature below confirms your agreement to the terms and conditions above. Please return this contract with signature along with your function deposit to the Club contact at your earliest opportunity.

Thank you for choosing Wingfield Golf Club as your venue for your function – we appreciate it!

Function Name/Type: \_\_\_\_\_ Function Date: \_\_\_\_\_

Host Name: \_\_\_\_\_ Host Phone: \_\_\_\_\_

Host Email: \_\_\_\_\_

Host Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Club Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**TO BE COMPLETED AS SOON AS POSSIBLE OR NO LATER THAN TWO WEEKS PRIOR TO EVENT:**

<b>Chair Covers:</b>	None	White			
<b>Chair Sashes (\$1 each):</b>	Champagne	Rose Gold	Red	Pink	Blue
<b>Table Runner (\$1 each):</b>	Champagne	Rose Gold	Red	Pink	Blue
<b>Tablecloth:</b>	None	White	Black		
<b>Napkins:</b>	None	White	Black		

**Additional Notes:**

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