

## Terms & Conditions

*Please read and initial your Contract in full prior to signing.*

*We are pleased to offer you our finest banquet facilities and the service necessary to support your function. All facility rental bookings at Snow Valley MUST include a catering option and Snow Valley will be the sole provider of all food and beverages served on the premises. Our facility is designed to accommodate meetings, conventions, elegant wedding receptions and dinners.*

*The following policies apply to contracting a function with Snow Valley Ski Club. The Contract must be signed by the client and returned to us with a non-refundable deposit before your function date will formally be reserved.*

### 1. Deposit and Payment

A non-refundable, non-transferable **Booking Deposit** of \$2,000 will be required to reserve the function date. An estimated number of guests attending and menu selection is required at the time of booking. This deposit will be applied to the final bill.

Thirty (30) days prior to the function date, a **Second Payment** representing one hundred percent (100%) of the estimated total cost is required. If you have requested a Host Bar, Loonie Bar, Toonie Bar or \$3 Bar, a deposit will also be required based on the number of guests attending.

**Final Payment**, including adjustments, is required 72 hours after the function. If payment is not received at the end of **72 hours**, we will debit your Visa/MC with the Final Payment amount owing. Please note, at time of booking, credit card information is required.

### 2. Chalet Rental

The main Chalet comfortably seats 225 guests. A rental charge of \$500 will apply to all functions (up to 7 hours).

Friday, Saturday and Sunday functions are subject to the following:

- a. Minimum booking of 150 adult guests from Dinner Selection menu and Host, Cash, Loonie or Toonie Bar for Saturday; and
- b. Minimum booking of 120 adult guests from Dinner Selection menu and Host, Cash, Loonie or Toonie Bar for Friday and Sunday.

If applicable, a cleaning fee for Chalet of \$250.00 will apply.

Ceremonial services are available for an additional cost. For more information, please contact us.

### 3. Wedding / Corporate Consultations

Wedding and Corporate Consultations are by appointment only. Viewings of the facility are available mid-April to October by appointment only. To arrange a facility viewing, please contact [catering@snowvalley.ca](mailto:catering@snowvalley.ca) or (780) 434-3991 ext 226.

Wedding consultations will consist of a 30-60 minute initial consult with the bride & groom, and a 30-60 minute follow up consult with the bride & groom (one month before the function date).

Any additional consultations in person or by phone will be charged at \$50.00 per half hour.

#### *4. Prices*

All prices are subject to change; notice of a minimum of thirty (30) days will be given prior to a function on confirmed bookings. Prices are subject to change at any time on unconfirmed bookings.

We reserve the right to make minimal changes to the menu based on season and market availability.

All functions where music is a part of the entertainment are subject to SOCAN (Society of Composers, Authors and Music Publishers of Canada) fees. These fees are \$29.56 + GST for functions that have music without dancing and \$59.17 + GST for functions with music and dancing.

Children 3 years and younger will not be charged for their meal and children 4 to 10 years will be charged at half of the regular priced menu.

GST will be added to **ALL** prices upon invoicing and all menu prices are subject to fifteen percent (15%) gratuity.

A fifteen percent (15%) surcharge will apply to all food and beverages for all Canadian Statutory Holidays.

#### *5. Guaranteed Number*

A written guarantee of number of guests attending is required seven (7) days prior to your function. Seating for 8 people per table will be based on this guaranteed number. You will be charged the guaranteed number or the number of guests served, whichever is greater. If you have guests with special diet requirements, please inform us thirty (30) days in advance.

Should the number of guests for which a function was originally booked decrease by ten percent (10%) or more, you are responsible to pay for ninety percent (90%) of the booking amount as set out in this Contract.

#### *6. Food & Beverage Health Regulations*

**Snow Valley Ski Club will be the sole provider of all food and beverages served on the premises, with the exception of the wedding cake. No outside food or beverages are permitted on the premises.** There will be an extra charge per server per hour for any delay in meal serving time. Buffet items will be displayed for a maximum of 2 hours to ensure the quality and integrity of the products.

Please Note: Buffet leftover food or beverages are not permitted to leave the premises.

#### *7. Cancellation Policy*

Cancellation prior to the function will result in a one hundred percent (100%) forfeiture of any and all payments. If cancellation is ninety (90) days or less, the client is responsible for seventy five percent (75%) of the estimated total cost of function booked. The client may cancel this Contract only upon giving written notice to Snow Valley Ski Club.

#### *8. Damage Liability*

The client is responsible and shall reimburse Snow Valley Ski Club for any and all damage caused to the premises, building, including patio and deck, and equipment including but not limited to damage or excessive clean up made by florists, decorations or outside agencies during set-up or teardown.

Snow Valley Ski Club will not be responsible for loss or damage to any property of yours or your guests at Snow Valley Ski Club before, during or after the use of the facilities.

#### *9. Function Hours*

Agreed upon starting and ending times for all functions will be strictly adhered to. Snow Valley Ski Club must be vacated by 2.00am Monday through Sunday. Last call for beverages will be announced and entertainment will cease one hour prior to this time.

## 10. *Liquor Service*

A labor charge of \$18.00/hour per bartender (minimum 3 hours) will be added to your cost, if banquet bar minimum consumption on a host or cash bar is less than \$350.00. One bartender will be required for every 100 guests.

All alcoholic beverages are to be supplied by Snow Valley Ski Club. Alcoholic beverages are not permitted to leave the premises. Corkage functions are respectfully declined.

Snow Valley Ski Club reserves the right to refuse or terminate the service of alcoholic beverages at any time if the service is not in accordance with the regulations of the Alberta Gaming and Liquor Commission.

## 11. *Linens*

Snow Valley Ski Club offers a variety of linen colors to choose from. If your choice of linen color is not available we can rent it for you at an additional charge. Changes from client's original choice of linen color must be notified four weeks prior to date of function and will be subject to a reordering fee. Tablecloths are provided on seating and serving tables depending on your menu selection. Tablecloths can be provided for display tables for an additional cost of \$4.50 each, napkins for \$0.55 each.

**Seating arrangements are based on 8 people per table and will be set accordingly to this arrangement.** If the client has a preferred seating arrangement, the client is responsible for making such changes during their decoration time or Snow Valley Ski Club can arrange seating changes at an additional cost (per table). The client's finalized seating chart/arrangement must be submitted to and approved by the Catering Department, one week prior to the function date.

## 12. *Exhibit/Display Tables*

A charge of \$15.00 per table will apply when two or more displays and/or tabletop exhibit tables are requested. Snow Valley Ski Club must be informed and approve of admission charges, fees or merchandise for sale to guests.

## 13. *Displays, Signs and Decorations*

Displays, signs and decorations may not be used without approval from Snow Valley Ski Club. An additional cleaning fee may apply. Affixing any materials to the walls, floors, ceilings or furnishings is not permitted. No confetti, rice, rose petals or sparklers are permitted.

Signs to be displayed must be of a professional quality. Banners can be hung by Snow Valley Ski Club staff for an additional cost. Decorations using candles or flames must be approved prior to the function by the Catering Department.

A complimentary head table, wedding cake table, registration table and gift table will be provided for wedding functions. Access to decorating your function space can be confirmed one week prior to your wedding, otherwise you may place table decorations, centre-pieces and favors approximately three hours prior to the function. If you require additional time to decorate, a charge of \$150 per hour will apply.

Decoration clean up is the responsibility of the client and must be removed directly after the function. If requested by the client, Snow Valley Ski Club will provide assistance with clean up of decorations and center-pieces from the tables and chair covers at an additional cost.

## 14. *Audio/Visual & Equipment Rental and Services*

LCD Projector and Screen	\$125.00
Speaker and Microphone	\$50.00
Podium	\$25.00
Stage	\$200.00
Head-Table Family Style Service	\$75.00

Audio/Visual & Equipment for use at Snow Valley Ski Club premises only.

Overloading of electric circuits is not permitted. Snow Valley Ski Club must be advised and approve of your electrical requirements.

**15. *Smoking***

Smoking is not permitted in the building or on the deck in compliance with The City of Edmonton Smoking Bylaw.

**16. *Security***

You will be responsible for arranging any security deemed necessary in order to protect materials and valuables left unattended. Snow Valley Ski Club can arrange security at an additional cost.

**17. *Breach of Contract***

Snow Valley Ski Club will have authority to cancel this Contract at any time, without notice, and will have the authority to remove or have removed any person from the premises in the event that any provisions of this Contract are breached, or in the event that you are not in compliance with any civic bylaw, provincial or federal act or regulation, or policies established from time to time by the Alberta Gaming and Liquor Commission or the Edmonton Police Department.

*The undersigned has read, approved, accepted and agreed to the above.*

Client Signature: \_\_\_\_\_

Client (print name): \_\_\_\_\_

Address: \_\_\_\_\_

City \_\_\_\_\_

Postal Code \_\_\_\_\_

Phone Number: \_\_\_\_\_

Date: \_\_\_\_\_

Client Name: \_\_\_\_\_ Booked By: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_ Cell #: \_\_\_\_\_

Email: \_\_\_\_\_ Name of Function: \_\_\_\_\_

Date of Function: \_\_\_\_\_ Number of Adult Guests: \_\_\_\_\_ Number of Children: \_\_\_\_\_

**Function Time:**

Ceremony Start Time: _____ am/pm	Bar Open Time: _____ am/pm	Cake Cutting Time: _____ am/pm
Ceremony End Time: _____ am/pm	Cash <input type="checkbox"/> Host <input type="checkbox"/> Toonie <input type="checkbox"/> Loonie <input type="checkbox"/> \$3 <input type="checkbox"/>	Late Night Snacks Time: _____ am/pm
Arrival/Setup Time: _____ am/pm	Bar Close Time: _____ am/pm	Chocolate Fountain Time: _____ am/pm
Guest Arrival: _____ am/pm	Food Service Time: _____ am/pm	Head Table Guest #: _____
		Family-Style Service: Yes <input type="checkbox"/> No <input type="checkbox"/>

**Menu Selection:**

Breakfast # _____ Price \$ _____	Hors D'oeuvres # _____ Price \$ _____	Chocolate Fountain Price \$ _____
Lunch # _____ Price \$ _____	BBQ # _____ Price \$ _____	Cake Cutting Price \$ _____
Dinner # _____ Price \$ _____	Late Night # _____ Price \$ _____	Bottles of Wine # _____ Price \$ _____
Extra # _____ Price \$ _____	Fruit Per Person # _____ Price \$ _____	Unlimited Juice & Pop Price \$ _____

**Facility Rental:**

Chalet  Boardroom

Price \$ \_\_\_\_\_

Cleaning Fee \$ \_\_\_\_\_

Socan Fee \$ \_\_\_\_\_

Ceremony Fee (\$150 per hour - minimum 3 hours) \$ \_\_\_\_\_

Additional Time (\$150 per hour) \$ \_\_\_\_\_

**Equipment Rental/Service:**

LCD Projector & Screen \$125 \$ \_\_\_\_\_

Speaker & Mic \$ 50 \$ \_\_\_\_\_

Podium \$ 25 \$ \_\_\_\_\_

Stage \$200 \$ \_\_\_\_\_

Head-Table Family Style Service \$75 \$ \_\_\_\_\_

Other \_\_\_\_\_ \$ \_\_\_\_\_

**Table Cloth/Napkin Rental:**

If Applicable:

Table Cloth Qty: \_\_\_\_\_ \$4.50 each

Color: \_\_\_\_\_

Napkin Qty: \_\_\_\_\_ \$0.55 each

Color: \_\_\_\_\_

**Payment:**

<b>Booking Deposit</b> Amount \$ _____ Due Date: _____	MasterCard <input type="checkbox"/> Visa <input type="checkbox"/>
	Cheque <input type="checkbox"/> Cash <input type="checkbox"/> Invoice # _____
<b>Second Payment</b> Amount \$ _____ Due Date: _____	MasterCard <input type="checkbox"/> Visa <input type="checkbox"/>
	Certified Cheque <input type="checkbox"/> Cash <input type="checkbox"/> Invoice # _____
<b>Final Payment (if applicable)</b> Amount \$ _____ Due Date: _____	MasterCard <input type="checkbox"/> Visa <input type="checkbox"/>
	Certified Cheque <input type="checkbox"/> Cash <input type="checkbox"/> Invoice # _____

**Credit Card Information:**

Credit Card Holder: \_\_\_\_\_

Credit Card #: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

Client Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Snow Valley Ski Club Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please print, complete and fax back to Snow Valley Ski Club – 780-436-5479 to the attention of Gauthaman Gopan