



## Terms and Conditions – Members Meetings\*

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1. **Cancellation Policy:** The organizer may cancel the event up to two (2) months prior without penalty. Please see below for further cancellation penalties

60 days prior to arrival date	100% of room rental will be applied. Deposit will be forfeited
30-60 days prior to arrival date	50% of room rental. 50% of anticipated food and beverage revenue.
3-29 days Prior to arrival date	100% room rental. 50% of anticipated food and beverage revenue
Within 72 hours prior to arrival date	100% of room rental. 100% of anticipated food and beverage revenue.

### During the term of this contract

- (a) The University Club of Victoria shall use all reasonable efforts to fulfill the organizer’s requests to the best of its ability and to reach an agreement with the organizer on any dispute that may arise between the parties, and
- (b) The organizer and his or her guests shall use all reasonable efforts to conduct itself in a manner that is reasonable and polite and to reach agreement with the University Club on any dispute that may arise between the parties.

If the University Club determines, in its sole opinion and discretion that the organizer is:

- (i) Making requests that exceed the obligations of the University Club under this contract and/or acting unreasonably, or
- (ii) Requiring the University Club to provide services or goods exceeding those, or at a price less than that, set forth in this contract, unless otherwise agreed to by the parties, or
- (iii) Conducting itself in a manner that is rude or offensive to the employees or agents of the University Club

2. **Confirmation:** Confirmation of guaranteed number of guests is required seventy-two (72) hours prior to the event. The guaranteed number is not subject to reduction. On the day of the event, if there is a discrepancy in the number of people attending, the University Club shall deem the larger number correct.

3. **Facility Charge:** There will be a facility charge of \$90 (\$50 for less than 4 hours) per room for up to 8 hours for the Honeysuckle, Snowberry, Salal, and Camas Rooms. For these rooms the minimum food requirement is \$150 per room. There will be a facility charge of \$200 (\$100 for less than 4 hours) for up to 8 hours for the Wild Rose Room. For these rooms the minimum food and beverage requirement is \$300 Monday to Thursday. Room charges will double if the minimum food and beverage requirements are not met. In the event of a total room setup change within 24 hours of the event, a \$200 service fee will be levied.
4. **Audio Visual:** The University Club has audio visual equipment that is available for rent. All audio visual needs must be specified 72 hours prior to the event. The University Club will not be held responsible for any technical difficulties that may arise.
5. **Menu Selection:** The University Club requires all menus to be selected a minimum of fourteen (14) days prior to the event date. In the event that any of the guests in the organizer's group have food allergies, the organizer shall inform the University Club of the nature of the allergies, in order that we can take the necessary precautions when preparing their food. Such individuals must identify themselves to staff. The University Club will undertake to provide on request, full information on the ingredients of any items served to the organizer's group. Should the organizer not provide the nature of the food allergies, the organizer shall indemnify and hold the University Club forever harmless from, and against, any and all liability or claim of liability for any personal injury that does not occur as a direct result of our negligence or the negligence of any of our representatives.
6. **Payment Terms:** The University Club requires the organizer to pay 75% of the total estimated cost of the event seven (7) days prior to the event. A credit card number will be held on file to process the remaining balance. If the organizer prefers to pay by an alternate method of payment on the first working day following the event the credit card will be used only for backup.
7. **Taxes:** Applicable taxes will be applied to the total invoice
8. **Service Charges:** All food and beverage services are subject to a 15% service charge.
9. **Bartender:** An extra bartender for the Main Dining Room or side rooms is \$35/hour for a minimum of 4 hours.
10. **Linens:** White linen will be included in the catering package. Any colour linen will be subject to an additional charge.
11. **Health Regulations:** All food and beverage must be purchased through the University Club. **No food and/or beverage of any kind may be brought into the Club.** Leftover food and beverage remains the property of the University Club and may not be removed from the premises. It is a serious offense to violate these regulations. If these regulations are violated a substantial fine will be levied.
12. **Function Room:** Should the number of guests attending an event differ from the original number quoted, the University Club reserves the right to provide an alternate room best suited to the size of the group.

13. **Liability:** The University Club reserves the right to inspect and monitor the organizer's event and discontinue services to all guests in case of any violation(s) of the University Club policy or Federal or Provincial Law. The organizer will be held responsible for any damage to property or equipment caused by either the organizer or his or her guests. Should the University Club discontinue service to any or all of the organizer's guests, the organizer shall remain liable for all amounts owed to the University Club. The University Club assumes no responsibility for any loss or damage to good, property, and/or equipment brought into the facility by the organizer or guests.
14. **Decorating:** The General Manager must be consulted regarding any displays or signage to be used on the property by the organizer or guests. Any use of nails, staples, glue, or any like materials is not allowed on any walls, doors, ceilings, or other surfaces. The use of confetti, rice, or bubbles is NOT permitted on the premises. Decoration clean up is the responsibility of the function organizer and is to be completed prior to leaving the premises.
15. **Suppliers:** Please contact the University Club regarding delivery and setup time of suppliers. All decorations used must be removed immediately following the function. This is the responsibility of the supplier.
16. **Parking:** All vehicles parked on campus are required to display a valid parking permit purchased on site; please refer to the Campus Parking website for rates:  
<http://web.uvic.ca/security/parking/rate>
17. **Photography:** Photographs can be taken in and around the University Club (location subject to General Manager's approval).
18. **Music:** A SOCAN (Society of Composers, Authors and Music Publishers of Canada) fee will be levied for any music played at the Club. The applicable fee will be added to all bills.



## Event Contract

Please note the following event outline:

Today's Date: \_\_\_\_\_

Thank you for choosing the University Club of Victoria! The staff and management look forward to serving you on the day of your event. To confirm your booking, please return a signed copy of our contract, along with your deposit as outlined below by \_\_\_\_\_. Following are the details of your *tentative* event outline; please read our contract carefully.

Event Name: \_\_\_\_\_

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

Time: \_\_\_\_\_ AM/PM

Name of Organizer: \_\_\_\_\_

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

City/Postal Code: \_\_\_\_\_

Phone /Email: \_\_\_\_\_

Number of Guests: \_\_\_\_\_

Room(s) Reserved: \_\_\_\_\_

Room Rental Fee: \_\_\_\_\_

Menu Name: \_\_\_\_\_ Menu Price\*: \_\_\_\_\_

**Deposit Due:**        \$ 200 Canadian Funds        Date Received: \_\_\_\_\_

**Balance Due:** A credit card number will be held on file to process the remaining balance. If the host prefers to pay by an alternate method of payment on the first working day following the event the credit card will be used only for backup.

\*Prices are subject to change without notice

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University Club  
Initial

Client Initial

# Acknowledgement

I have read and agree to the event outline and terms of the University Club of Victoria Contract.

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University Club Signature

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Organizer Signature

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University Club – Printed Name

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Organizer – Printed Name

*Dan Angus*  
**General Manager**  
University Club

*Debra Koski*  
**Office Manager**  
University Club

*Mark Davie*  
**Executive Chef**  
University Club

*Laura Holliday*  
**Sales & Catering Event Manager**  
University Club