



Terms and Conditions - Banquets

1. **Deposit:** A confirmation/damage deposit of \$1,000 is required to secure the use of the facility. This deposit will be held until a thorough building inspection has been conducted upon completion of the event. The organizer will be held responsible for any damage to property or equipment caused by the organizer or his/her guests. Any costs associated with theft or damage will be deducted from the deposit, with remaining funds applied as a credit to the final bill.
2. **Cancellation Policy:** The organizer may cancel the event up to seven (7) months prior, in writing, for a full refund of deposit. The deposit will be forfeited if cancellation is made less than seven (7) months prior to the event. Please see below for further cancellation penalties

7 Months prior to arrival date	No penalty and deposit will be refunded
60 days -7 Months 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 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

The University Club has the right to terminate the contract.

3. **Confirmation:** Confirmation of guaranteed number of guests is required seven (7) days prior to the organizer's 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. A minimum of \$1,500 (members*) or \$2,000 (non-members) in food purchases is required for events Monday to Thursday in the Main Dining Room. \$3,000 (members) or \$3,500 (non-members) in food purchases is required for events on Friday and Saturdays in the Main Dining Room. A minimum of \$300 (members) or \$500 (non-members) in food purchases is required for events Monday to Thursday in the Fireplace Lounge. \$1,000 (members) or \$1,500 (non-members) in food purchases is required for events on Friday and Saturdays in the Fireplace Lounge.
4. **Facility Charge – Main Dining Room:** There will be a facility charge of \$600 (members) or \$800 (non-members). A charge of \$500 per hour or part thereof will be levied for use of the Club after 12:30 a.m.
Fire Place Lounge: \$250 (members) or \$325 (non-members).
5. **Wedding Ceremony:** Wedding ceremonies may be held on site after 3pm for a rental charge of \$325.
6. **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.
7. **Menu Selection:** The University Club requires all menus to be selected a minimum of thirty (30) 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.

8. **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.
9. **Taxes:** 5% Goods and Service Tax (GST) will be applied to the total invoice. 7% Provincial Sales Tax (PST) will be applied where applicable. 10% Liquor Tax will be applied to alcoholic beverages
10. **Departure:** The University Club's liquor license is valid until 12:00 am. (midnight); last call will be performed at 11:30 p.m. with total building evacuation by 12:30am. A penalty of \$500 per hour or part thereof will be levied should the Club not be evacuated after 12:30am.
11. **Service Charges:** All food and beverage services are subject to a 15% service charge.
12. **Bartender:** Charge for a bartender in the Main Dining Room, Fire Place Lounge or side rooms - \$35/hour for a minimum of 4 hours.
13. **Linens:** White linen will be included in the catering package. Any colour linen will be subject to an additional charge.
14. **Health Regulations:** All food and beverage must be purchased through the University Club. **No food and/or beverage of any kind, except commercially made wedding cakes, may be brought into the Club.** There is no cake cutting charge. 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.
15. **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.
16. **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/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.
17. **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. No open flames are permitted (enclosed candles are allowed). Decoration clean up is the responsibility of the function organizer and is to be completed prior to leaving the premises.
18. **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.

19. **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>
20. **Photography:** Family and wedding party photographs can be taken in and around the Club (location subject to General Manager's approval).
21. **Music:** A SOCAN (Society of Composers, Authors and Music Publishers of Canada) & a Re: Sound Fee (Music Licensing Fee) will be applied for any music played at the Club. The applicable fee will be added to all bills.

*For the purposes of this information, a 'member' is a regular, paying member in good standing.



The
UNIVERSITY CLUB
of Victoria

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: \$ 1000 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

University Club
Initial

Client Initial

Acknowledgement

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

University Club Signature

Organizer Signature

University Club – Printed Name

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