

RECEPTION CONTRACT



AUBERGE *Val
Carroll*

Menus:

Menu selections are requested one month prior to your event.

Pricing:

Food and Beverage prices are subject to change without notice. Final pricing will be confirmed 60 days prior to your function.

Tax and Service Charge:

All menu, beverage and room prices are subject to applicable Canadian and Quebec sales taxes. A 15% service charge will be added to the final billing.

Guarantee:

All details must be arranged 1 month prior to your event. A guaranteed number of people in attendance must be received 2 weeks prior to your event. This guaranteed number is not subject to reduction.

Food and Beverage:

Due to licensing restrictions, all beverages must be provided by Auberge Val Carroll. The removal of any food or beverage from the premises is prohibited.

Deposits and Payment:

<i>Time Period</i>	<i>Amount Due</i>
Upon the acceptance of the contract	25% of the estimated food, beverage & rental values
Six months prior to the event	25%
One month prior to the event	25%
Two weeks prior to the event	25%
The day of the event	Balance

All scheduled payments are non-refundable. Payment methods are cash, certified cheque, money order, Interac, and credit card (VISA, MC, Amex).

Room Rental:

The Party Rooms: The Pavilion - 80 maximum capacity
 The Gallery - 35 maximum capacity

Rental: \$ 6.50 per person

Liability and Damage:

Auberge Val Carroll will not be responsible for the damage or loss of equipment or merchandise stored or displayed on its property prior to, during or following your event. Auberge Val Carroll reserves the right to assess charges for damages incurred due to the misuse or abuse of equipment and/or facilities during your reception.

Security:

We reserve the right to require security arrangements for any event. Applicable charges will be the sole responsibility of the host. Auberge Val Carroll reserves the right to inspect and control all private events.

Cancellations:

Should you cancel your event, no amount of the deposit will be refunded.

Bar Requirements:

Auberge Val Carroll, as a Licensee, is responsible for the administration of the sale and service of alcoholic beverages in accordance with Quebec laws. Our alcoholic beverages license requires that we (1) request valid identification of any person of questionable age and refuse alcoholic beverage service if the person is either underage or if valid identification cannot be produced and (2) refuse alcoholic beverage service to any person who in our judgment appears to be impaired.

Entertainment:

You may hire your own band or D.J. All Equipment to provide entertainment and music must be provided by the D.J. or Band. If special setup is required, they must make arrangements with us at least one week prior to the event.

Decorations:

Tables may be covered with a white linen cloth and a linen napkin. The use of confetti is prohibited. You may bring in your own decorations, subject to our approval. Vases, mirrors, candleholders, balloons, etc. are available for rent All decorations must be removed after the event.

I have received & understood the terms and conditions of the Contract:

Name _____
Address _____
Phone _____
Date of Event _____
Room Location _____
Estimated Contract Amount (prior to taxes & service) _____

Deposits Required:

Amount \$ _____ on _____
Amount \$ _____ on _____
Amount \$ _____ on _____
Amount \$ _____ on _____

Signature _____

Date _____