



FORT WILLIAM COUNTRY CLUB LIMITED

1350 Mountain Road Thunder Bay, Ontario P7J 1C2
Office: 475-8925 Fax: 473-8127 Pro-Shop: 475-4721 Greens Maintenance: 475-3866

BANQUET CONTRACT

THANK YOU FOR JOINING US FOR YOUR SPECIAL CELEBRATION.
Please guarantee this reservation with deposit payment and signed contract.
The deposit of \$1,000.00 will be processed immediately.

Please Note: The Deposit Is Non-Refundable

Please fill this form out completely and fax back to: (807) 473-8127

Brides Name: _____ Groom's Name: _____

Contact Name: _____

Date of Function: _____ Type of Function: _____

Company Name and/or Function: _____

Address: _____ City: _____

Prov: _____ PC: _____ E-mail: _____

Phone #'s: (Day) _____ (Cell) _____ (Fax) _____

Deposit Amount: \$ _____ Date Paid: _____

Billing Address: _____ City: _____

Prov: _____ PC: _____

of Guests: _____ # of Children: _____ Arrival time: _____

Sit Down: _____ Buffet: _____ Family Style: _____

Breakfast time: _____ Lunch time: _____ Dinner time: _____

Ceremony Time: _____ Ceremony Location: _____

Bar Service: Host or Cash Corkage Price/person: \$ _____

Available at Bar: Wine: _____ Liqueurs: _____ Premium Beers: _____

Bar Opens: _____ Bar Closes: _____

Cake Table: _____ Prize Table: _____ DJ Table: _____ DJ/Band: _____

P.A. System: _____ Lecturn: _____ Overhead: _____ Flip Chart: _____

Decorator: _____ Florist: _____

Special Linen Req'd: _____

Function Name: _____

Function Date: _____



CATERING POLICIES & PROCEDURES

The following policies explain the basic guidelines for the Fort William Country Club (herein referred to as FWCC) & will assist you in the planning stages of your event. Specific details pertaining to menu selections, room & table arrangements, entertainment & other matters will be discussed & established prior to the event. Every effort will be made by the Staff & Management of the FWCC to ensure a successful event. A well planned & successful event requires careful review of the following policies.

1. GENERAL:

The host agrees to begin its function promptly at the scheduled time and also agrees to have its guests vacate the designated function areas at the closing hour indicated. Functions must be confined to the area rented. The FWCC reserves the right to exclude or eject any and all objectionably persons from the function and the FWCC premises without liability.

2. ROOM RENTAL

Sunday – Thursday full day \$250.00

Sunday – Thursday half day \$250.00

Friday – Saturday full day until 5pm \$400.00

Friday – Saturday after 5pm \$650.00

Balcony Ceremony \$400.00

3. DEPOSIT

Confirmation of the function will occur when the FWCC receives a \$1,000 deposit and signed Banquet Contract. The FWCC reserves the right to release function space which has not been confirmed in writing or for which no deposit has been received. The deposit amount will be deducted from the final invoice. DEPOSITS ARE NON-REFUNDABLE.

4. ADVANCE PAYMENT:

We require payment of 100% of the estimated invoice total seven (7) days prior to the function date. Any remaining balance is due in full at the conclusion of the event.

5. FOOD AND BEVERAGE

The FWCC must provide all food & beverage, with the exception of special occasion cakes. The FWCC prohibits the removal of food &/or liquor from the premises.

6. MARKET FLUCTUATIONS

All prices are subject to change due to market fluctuations, unless such prices are confirmed in writing. Confirmed prices will be quoted no more than ninety (90) days prior to the scheduled function.

7. MENU SELECTIONS

All menu selections shall be considered definite and not subject to change fourteen (14) days prior to the function date. Items listed on our menus are by no means the only items available. The FWCC Catering Representative will be most willing to discuss alternate menu selections specially requested for your event.

14. AUDIO-VISUAL

The FWCC can provide any audio-visual requirements, at an additional cost. The FWCC must be notified in advance of any outside company or producer coming on property, and reserves the right to advance, restrict or deny approval.

8. GUARANTEE

Confirmation of the final number of attendees of any function must be submitted to the catering Department no later than **five (5) days** prior to the function date. The FWCC will be prepared to serve five percent (5%) in excess of the guarantee. Should the guarantee exceed five percent (5%) of the original estimated number of attendees, the FWCC reserves the right to make a substitution for the original entrée ordered. All charges will be based upon the final guarantee, or the actual number of guests served, whichever is larger. If the required final count guarantee is not submitted to the Catering department, the original attendee figure on the banquet Event Order will be considered the final count.

9. LIQUOR SERVICE

Open Bar: All charges incurred in relation to bar sales will be the responsibility of the group or individual hosting the event. The FWCC reserves the right to refuse service to any minor, or person who cannot provide proof of age, per Ontario Provincial law. The FWCC, at its own discretion, may discontinue beverage service if they feel Ontario laws are not being obeyed.

10. CEREMONIES:

Ceremonies conducted on FWCC grounds are subject to a \$400 fee plus applicable taxes.

11. SALES TAX & GRATUITIES

Thirteen percent (13%) sales tax (or current tax rate) will be applied to all food and non-alcoholic beverage charges. All Liquor charges will be charged fifteen percent (15%) sales tax. A fifteen percent (15%) gratuity will be applied to all charges.

12. SERVICE FEES

An additional charge of \$3.00 per person will be charged for events held on statutory holidays. With a minimum consumption of less than \$400 net per bar, the charge per bartender is \$15.00 per hour (minimum of 4 hours) and \$20.00 per hour on statutory holidays.

13. INTERNET

Should your group require internet connections, these needs must be coordinated in advance.

15. PACKAGES AND SHIPPING

Due to limited storage space, materials cannot be received at the FWCC more than two (2) days prior to the meeting/event. The FWCC does not at any time guarantee the security of any items left in the function rooms or stored on site. Loss or damage to group displays, decorations, or other property brought into the FWCC will be the sole responsibility of the group, with the FWCC assuming no liability

Function Name: _____

Function Date: _____



16. SOCAN TARIFF

The FWCC charges the Socan tariff to events that have music. (What is a Socan Tariff?: In order to use music at your function, a performing rights license is required. SOCAN grants such a license, allowing access to virtually the world's entire repertoire of copyright-protected music for communication and public performance, at rates approved by the Copyright Board of Canada. Owners &/or operators of venues using any music, live or recorded, are responsible for obtaining the appropriate SOCAN music licenses, and paying the corresponding fees.)

17. CONDUCT:

The host is responsible for the conduct of all persons in attendance and for any damages incurred upon the FWCC or its guests by individuals associated with or representing the group's organization.

18. LIABILITY

If, for reasons beyond our control, including but not limited to, weather conditions, labor strikes, accidents, government restrictions or regulation on travel, acts of war or acts of god, The FWCC is unable to perform its obligations, then such non-performance is excused with no other liability. In no event shall The FWCC be liable for consequential damages or costs for any reason whatsoever.

19. DECORATIONS/SIGNAGE POLICY

Decorations and materials, including candles must conform to local fire department regulations; it is expressly prohibited for banners, or materials of any kind to be affixed to ceiling, walls, partitions or curtains in a manner that may damage FWCC property. All signs must be professionally printed or painted, and must be approved through the Catering Department. No pins, tacks or adhesives of any kind are permitted on any of the FWCC walls, ceilings or doors.

20. CANCELLATIONS:

Cancellations within thirty (30) days of the function date forfeit the deposit and will be subject to room rental charges and 20% of the estimated food and beverage charges. Cancellations within forty eight (48) hours of the event forfeit the deposit and are subject to room rental charges and 40% of the estimated food and beverage charges.

Credit Card # _____ Exp Date _____

CSV #: _____ Name as Appears on card: _____

The undersigned acknowledges and accepts this contract and all stipulations, and agrees to comply with the same.

Signature _____ Date _____

Function Name: _____

Function Date: _____



PROJECTED COSTS ESTIMATE:

Breakfast: \$ _____ X (# of Guests) _____ = \$ _____
Lunch: \$ _____ X (# of Guests) _____ = \$ _____
Dinner: \$ _____ X (# of Guests) _____ = \$ _____
Children: \$ _____ X (# of Guests) _____ = \$ _____
Table Wine: \$ _____ X (# of Tables) _____ = \$ _____
Liquor: \$ _____ X (# of Guests) _____ = \$ _____
Corkage: \$ _____ X (# of Guests) _____ = \$ _____

Sub-Total = \$ _____

Food Tax = \$ _____

Liquor Tax = \$ _____

15% Gratuity = \$ _____

Total = \$ _____

Less Deposit = \$ _____

Pre-Payment prior to Event = \$ _____

Function Name: _____

Function Date: _____