

# GENERAL INFORMATION AND CONTRACT

## MENUS

MENUS PROVIDED ARE A SUGGESTION ONLY. WE WILL BE HAPPY TO ASSIST YOU WITH ANY SPECIAL REQUESTS AND/OR RESTRICTIONS YOU MAY HAVE. WE MUST HAVE THE MENU SELECTION 2 WEEKS PRIOR TO YOUR EVENT.

**IF EVENT IS BOOKED WITHIN 2 WEEKS OF EVENT DATE, MENU WILL BE REQUIRED TO BE SUBMITTED THE NEXT BUSINESS DAY AFTER BOOKING.**

**IF EVENT IS BOOKED WITHIN 1 WEEK OF EVENT DATE, MENU WILL BE REQUIRED THE SAME DAY AS BOOKING.**

## PRICING

ALL MENU SELECTIONS, PRICES, BARTENDER CHARGES AND ROOM RENTALS ARE SUBJECT TO CHANGE WITHOUT NOTICE.

PRICES WILL BE GUARANTEED FOR 3 MONTHS FROM YOUR BOOKING DATE.

## BOOKING PROCEDURES, DEPOSITS, AND BILLING – FOR DIRECT BILLED EVENTS

NO DEPOSITS ARE REQUIRED FOR DIRECT BILLED EVENTS. PAYMENT FOR EVENT MUST BE MADE IN FULL WITHIN 30 DAYS OF EVENT DATE. FAILURE TO PROVIDE PAYMENT WITHIN 30 DAYS WILL RESULT IN TERMINATION OF CREDIT EXTENDED TO ORGANIZATION BY THE BEST WESTERN WAYSIDE INN AND DEPOSITS WILL BE REQUIRED FOR ANY FUTURE EVENTS.

## CANCELLATION CHARGES FOR DIRECT BILLED EVENTS

EVENTS CANCELED WITHIN 3 DAYS OF EVENT WILL RESULT IN 50 PER CENT OF CATERING CHARGES TO BE APPLIED TO ACCOUNT.

EVENTS CANCELED 1 DAY BEFORE EVENT WILL RESULT IN 80 PER CENT OF CATERING CHARGES TO BE APPLIED TO ACCOUNT.

EVENTS CANCELED THE DAY OF THE EVENT WILL RESULT IN 100 PER CENT OF THE CATERING CHARGES AND THE ROOM RENTAL CHARGES TO BE APPLIED TO ACCOUNT.

EVENTS THAT HAVE SELECTED OUR SMALL GROUP MENU WILL BE ASSESSED A \$15.00 X ESTIMATED NUMBER OF ATTENDEES CHARGE IF CANCELED ON THE DAY OF THE EVENT.



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## BOOKING PROCEDURES, DEPOSITS, AND BILLING – FOR NON-DIRECT BILLED EVENTS

ANY EVENT REQUIRING FOOD & BEVERAGE SERVICES WILL REQUIRE A NON-REFUNDABLE DEPOSIT. THE FOLLOWING TABLE REFLECTS SUCH DEPOSITS:

1-49 PEOPLE	\$200
50 - 99 PEOPLE	\$300
100+ PEOPLE	\$500

FURTHERMORE, WE REQUIRE NON-REFUNDABLE DEPOSITS AT THE FOLLOWING TIMES BEFORE YOUR EVENT:

3 WEEKS PRIOR TO FUNCTION	50% OF EXPECTED COSTS
72 HOURS PRIOR TO EVENT	80% OF EXPECTED COSTS

THE REMAINDER OF THE BALANCE WILL BE DUE 1 BUSINESS DAY AFTER THE EVENT.

ALL DEPOSITS ARE NON-REFUNDABLE AND CANCELLATION WILL FORFEIT ALL DEPOSITS.

## GUARANTEED ATTENDANCE

ALL CATERED EVENTS REQUIRE A GUARANTEED ATTENDANCE NUMBER COMMUNICATED TO THE CATERING OFFICE NO LATER THAN 72 HOURS BEFORE THE EVENT. BILLING WILL BE BASED ON THE GUARANTEED ATTENDANCE NUMBER OR ACTUAL NUMBER OF GUESTS - WHICHEVER IS GREATER.

## TAXES AND GRATUITIES

A 5% G.S.T. WILL BE ADDED TO ALL EVENTS. A 15% GRATUITY IS APPLIED TO ALL EVENTS AND IS G.S.T. APPLICABLE.

## BANQUET ROOM SELECTION

WHILE BANQUET ROOM SELECTION WILL BE OFFERED AT TIME OF BOOKING, THE BEST WESTERN WAYSIDE INN RESERVES THE RIGHT TO SWITCH THE ROOM BOOKED DUE TO FUTURE BOOKING CONSIDERATIONS.



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## BUFFET LINE TIMING & REMOVAL OF FOOD

HOT BUFFET LINES WILL BE SET UP FOR A MAXIMUM OF 1.5 HOURS TO MAINTAIN FRESHNESS AND TEMPERATURE STANDARDS. FOOD FROM EITHER A HOT OR COLD BUFFET LINE MAY NOT LEAVE THE HOTEL OR BE TAKEN AS "TO-GO FOOD".

## OUTSIDE FOOD

THE BEST WESTERN WAYSIDE INN WILL BE THE SOLE SUPPLIER OF ALL FOOD AND BEVERAGES WITHIN THE HOTEL - WITH THE EXCEPTION OF WEDDING CAKES. DUE TO THE DELICATE NATURE OF WEDDING CAKES, CATERING STAFF WILL NOT BE RESPONSIBLE FOR THE SET UP OF WEDDING CAKES.

## CONFETTI

CONFETTI IS STRICTLY PROHIBITED WITHIN THE HOTEL. VIOLATORS WILL BE SUBJECT TO A \$200 CLEANING FEE.

## DAMAGES

INTENTIONAL DAMAGES, OF ANY NATURE, WILL BE CHARGED TO THE EVENT HOST.

## BAR SERVICES

BAR SERVICE FOR ALL EVENTS MUST BE PROVIDED BY QUALIFIED HOTEL PERSONNEL. AGLC REGULATIONS MUST BE FOLLOWED AND WILL BE STRICTLY ENFORCED. THE HOTEL RESERVES THE RIGHT TO REFUSE SERVICE TO ANY GUEST UNDER THE DIRECTION OF AGLC REGULATIONS. HOURS OF OPERATION WILL BE DICTATED AS PER THE APPLICABLE LIQUOR LICENSE.

## SOCAN AND RE:SOUND FEES

SOCAN AND RE:SOUND ARE MUSIC LICENSING COMPANIES THAT COMPENSATE MUSICIANS WHEN THEIR INTELLECTUAL PROPERTY IS USED IN A FOR PROFIT BUSINESS OR IN PUBLIC. AS SUCH, ANY EVENT WITH MUSIC AND/OR A DJ WILL BE CHARGED THESE FEES:

NUMBER OF GUESTS	WITHOUT DANCING	WITH DANCING
1-100	\$31.31	\$62.64
101-300	\$45.02	\$90.12



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## LIABILITY

WE RESERVE THE RIGHT TO INSPECT AND CONTROL ALL EVENTS. THIS AUTHORITY INCLUDES CONTROLLING THE CONDUCT AND PERFORMANCE OF ENTERTAINERS AND THE VOLUME AT WHICH MUSIC IS PLAYED. THE HOST ACCEPTS RESPONSIBILITY AND AGREES TO PAY FOR ANY DAMAGE TO HOTEL PROPERTY CAUSED BY THE HOST'S MEMBERS AND GUESTS. THE HOTEL DOES NOT ASSUME ANY RESPONSIBILITY FOR ANY PERSONAL PROPERTY OR EQUIPMENT BROUGHT ONTO THE PROPERTY BY THE HOST OR GUESTS OF THE HOST.

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THANK YOU FOR CHOOSING TO DO BUSINESS WITH US. IF YOU HAVE ANY CONCERNS WITH THIS CONTRACT, PLEASE DO NOT HESITATE TO CONTACT US. WE ARE HAPPY TO ANSWER ANY QUESTIONS THAT YOU MAY HAVE.

ONCE YOU HAVE THE OPPORTUNITY TO REVIEW OUR POLICIES, PLEASE FILL OUT THE INFORMATION BELOW AND SIGN THE CONTRACT ACCEPTING THE ABOVE TERMS AND CONDITIONS.

NAME: \_\_\_\_\_

EVENT DATE: \_\_\_\_\_

PHONE: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_

PROVINCE: \_\_\_\_\_ POSTAL  
CODE: \_\_\_\_\_

DEPOSIT DATE: \_\_\_\_\_

DEPOSIT AMOUNT: \_\_\_\_\_

RECEIVED BY: \_\_\_\_\_

HOST SIGNATURE: \_\_\_\_\_

