EVENT CONTRACT

This agreement for rental space and/or catering services is hereby entered into by and between the following parties.

Horizon's Catering

60 Moody Park Dr.

Halifax, N.S., B3V 1B8

Tel: (902) 817-3663

Email: catering@horizonscatering.ca

Contact Person: Mary-Anne Fleet

AND

Client_____

Address_____

Phone_____

E-mail_____

Contact Person_____

1. **Event Location (venue):** Armdale Yacht Club
2. **Address of Event:** 75 Burgee Run, Halifax, Nova Scotia, B3P 0C9
3. **Type of Event:** _____
4. **Date of Event:** _____ **Start Time**_____ **End Time**_____
5. **Event Room:** _____
6. **Fees** (estimated)**:** The total event and catering fee agreed upon is $_____.
   A non-refundable reservation fee of $500.00 is required to secure the space and catering for the event. This amount shall be subtracted from the total fee. The remaining balance must be paid **NO LATER** than 14 days prior to the start of the event. Failure to comply with this payment date may result in the loss of the venue. Fees must be paid via e-transfer payable to (chefandy@horizonscatering.ca) or by credit card (2% processing fee if using a credit card).

A minimum amount of $25.00 per person (based on final number of guests stated in the final invoice) must be reached in alcohol/food sales at all events. In the event the minimum amount is not reached, the balance will be charged to the credit card on file.

A valid and active credit card must be provided to pre-authorize a $500.00 damage deposit. This payment will not be processed except in the case of significant damage made to the facilities or equipment provided.

Cancellation of an event must be done prior to 14 days before the event. Cancellation within 14 days before the event will result in a payment of 50% of the total fee. Cancellation within 7 days before the event will result in 100% of the total fee.

If the client requires extensive rearranging of the venue (ie. tables, chairs, etc), there will be a set-up/break-down fee of $300.00 applied to the total. *__NOTE__*: the rental of the venue includes tables and chairs only. The use of tablecloths, etc will be subject to an extra charge.

Horizons Catering retain the right to attempt collection through all legal and permissible means.

7. In accordance with the liquor licensing regulations of the province of Nova Scotia and the Armdale Yacht Club, **the client must provide a complete list of attending guests no later than 14 days prior to the event**. Number of guests attending the event must be finalized at this time. Suspension of the service of alcohol and/or the removal of a guest due to inebriation or inappropriate behaviour is at the sole discretion of the Horizons Catering staff. Also, no outside food or beverage may be brought into the venue, with the exception of a wedding cake. Should a client need cake cutting service, including serving plates and/or utensils, a fee of $50.00 will be added to the total. Last call for alcohol is at 1:00 am, last consumption is at 1:30 am, and all guests must be vacated no later than 2:00 am.
8. Housekeeping: No smoking is permitted on the premises of the venue, including the patio areas. Smoking is only permitted in the outside designated areas. No open flames are permitted on the premises of the venue, including candles. No rice, confetti, similar decoration, etc. is permitted on the premises. **No outside alcohol** is permitted on the premises of the venue. Violation of any of the previously stated rules will result in a fine of $300.00 which will be charged to the credit card on file. Horizons Catering and the Armdale Yacht Club are not responsible for lost or stolen goods, or any item left behind by the client and/or guests. Finally, the client is responsible for the behaviour of all attending guests.
9. In accordance with the Armdale Yacht Club bylaws, members of the club are permitted on the premises during private events, but limited to the use of the lower floor.
10. This agreement of Horizons Catering to perform shall be excused by acts of God, or any other legitimate condition beyond Horizons Catering control.

Dated: _____

Signed by: Andy Thomson (Horizons Catering)

Signed _____

Dated: _____

Signed by: _____

Signed _____