

# *Windsor Club Banquet Services*

## TERMS & CONDITIONS FOR SPECIAL EVENTS

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The reserved date will not be held unless the required deposit is received. Cancellation of the reserved date will result in loss of deposit. Banquet prices are current and subject to change.

Guaranteed number of guests is required 72 hours in advance; this is the minimum number for which you will be charged.

The Host/Convener, guests and invitees of the Host/Convener will abide by the rules and regulations of The Windsor Club, including all requirements of the Liquor Control Act. The Host/Convener with the employees of The Windsor Club will ensure all guests and invitees conduct themselves in accordance with said rules and regulations.

The Host/Convener will be responsible for and indemnify The Windsor Club from all damage suffered by the Club or any members, as a result of any misuse of it's facilities, or other improper conduct by the Host/Convener, or by any guests and/or invitees of the Host/Convener. The Windsor Club is not responsible for lost or stolen articles.

### **Payment Terms:**

Special Events – A deposit of \$1,500.00 is due upon booking your date. 50% of the final estimated total is due and payable two weeks prior to the event date. The balance of the final **estimated** amount is due two days prior to the event either by credit card or certified cheque. If payment is by credit card, applicable charges will apply such as 2.25% on Visa and Mastercard and 3.5% on American Express.

### **Other Requirements:**

Terms and conditions as set forth in The Windsor Club's Banquet Menu, receipt of which is hereby acknowledged, apply to this contract.

The undersigned Host/Convener hereby requests the above noted goods and services, and jointly and severally agrees to be responsible for payment in accordance with terms and conditions set forth in this agreement.

### **AGREED ON BEHALF OF SPECIAL EVENT:**

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Name of Host/Convener (please print)	Signature	Date
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Name of Host/Convener (please print)	Signature	Date
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**AGNES M. STAINTON**

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For The Windsor Club

Signature

Date