

Agreement of Terms and Conditions

We are committed to providing a comfortable and safe environment for our guests and expect from our guests to respect our terms and conditions and keep the venue in order. The information below is for the host of the party.

Your deposit to book the place will be about 50% from your rental and catering fee plus tax. The deposit is non-refundable if the event or catering order is cancelled less than 4 months before the booked date.

Ten days before your event you have to confirm your final guests count, your menu choices, rental items, services and all other arrangements. We reserve the right not to accept any amendments that are requested less than 10 days before your event. At the day of your event we will also charge you a security deposit – this is not a fee and it will be refunded to you at the end of your event after everyone leaves if there is no damage to our property or no extra charges are due as specified on page 2 of this agreement

The balance is due as per your price chart that we provide based on your requests on the day of your event before starting using the venue. In case you will not be the first person to use the venue at the time of your event – please arrange full payment in advance as we will not allow using the premises until balance and security deposit are paid in full.

Your party rental time is as per the booking and includes your set-up and clean-up. We allow a complimentary half hour if you book 5 or more hours. By the end of your rental time, we expect you to remove all of your possessions, clear the tables, put tables and chairs in original location, put rental items on the counter and vacate the premises, make sure that the venue and outside premises are tidy. There will be no free time allotted for clean-up and socializing after the agreed-upon timeframe, overstay charges will apply

Please be advised that for your event we do not provide any set up, serving or cleanup services except for those that had been requested and paid by you.

You may attach decorations to the walls using tape. Tape must not be so strong as to damage the surface or leave any marks. Please remove any tape when taking down your decorations. If you need to put up your decorations – ask us for a step ladder that you may use. Please do not use our furniture or windowsills to stand on - there will be property damage fee charged for every time we see someone standing on a chair, table or windowsill. You are not allowed to attach anything to the ceiling – however we can do it for you before your event

The venue offers tables and chairs good for 60 people. Extra folding tables and chairs you can bring your own or rent from us. You have to remove outside tables and chairs before the end of your rental time. If you rent from us - before you leave please fold them up and return tables in place where they are stored and folding chairs – by the entrance door.

Please rent from us or bring your own tablecloths. Please cover the tables before you put any food or drink items on them. If tables are not covered during your event and are dirty, an extra cleaning fee will apply. Before you leave, please clear the tables completely or order this service from us. If you rent chair covers from us, please untied then and collect in the bags before you leave. If you are renting our chair sashes, please remove them from the chairs and fold them up in half 3 times. If you want us to do it for you - service fee will apply

The bar counter may not be used for eating, storing, serving, or displaying food.

Please advise your guests that no food or drinks are allowed outside the premises or in the washrooms as well as not to litter outside the venue. Before your event the area outside the venue will be clean and shall be clean before end of your event, otherwise extra cleaning fee will be deducted. We provide the containers with water for cigarette butts beside the entrance doors.

Extra cleaning fee will apply for too much litter on the venue floors if left by the end of your event.

The washroom facilities will be clean and functioning well before your event. Please make sure that they are in the same condition before you leave – otherwise extra charge will apply. Please do not dump in the sink or toilet any food or liquid with particles as it might clog the drain and extra fee will apply

For safety reasons - no outside heating or cooking appliances or fog machines are allowed. No real candles are allowed except if they are securely contained and no spills or sparks could escape – please obtain our permission first and if we will consider the candles handling acceptable then you could use the candles.

If you brought in your own disposables or soft drinks, you are required to bring your own garbage bags and take away your own garbage - there is a blue garbage bin with the sign "Progressive" behind the building that you may use. Non-removed garbage bag is subject for removal fee.

It is your responsibility as a host to make sure that your guests are not consuming alcohol purchased elsewhere and not licensed to be used on our premises and that no guests under the age of 19 have access to alcohol. We will apply charges for each occurrence if the person will be consuming non-licensed alcohol and we will notify authorities of any underage drinking occurring on our property. No illegal substances are allowed to be used in the venue

Thank you for your co-operation in keeping everything in order and making your party a success.

Extra charges and fees

Item	Fee	Comments
Security Deposit	\$100	Not a fee. Will be returned in full at the end of your event if there will be no damages to Red Spoon, no extra fees applied or using venue after booked hours – cash only
Set Up		You can do all by yourself or order services from us as specified below
Arranging tables and chairs	\$0.80 per guest	For 50 people will be \$40
Placing tableware and dinnerware	\$0.20 per item per guest	For example: Placing 1).tablecloth, 2).plate, 3).fork 4)knife, 5).glass for 50 people will be \$50
Placing chair covers	\$60 per guest	For example: For 50 people charge will be \$30
Placing chair sashes	\$1.00 per guest	For example: For 50 people charge will be \$50
Attaching decorations to the ceiling and taking them down	\$3 per item	Conditions apply. Please bring your decorations at least one day in advance. To pick them up – please make an appointment
During Event		You can do all by yourself or order services from us as specified below
Server	\$40 per hour per server	Minimum 2.5 hours. Helping with serving the food, removing dirty dishes. Minimum fee - \$100 for one server for 2.5 hours, or you can do all yourself
Extra hour before midnight	\$50	Regular fee is \$40 if the time is booked in advance. If you want to extend at the day of your event and the time is available – fee is \$50/hour – have to be requested and paid at least one hour before end of booking tome, otherwise overstay fee will apply
Extra hour after midnight from 12AM to 2AM	\$80	Regular fee is \$60 if the time is booked in advance. If you want to extend at the day of your event and the time is available – fee is \$80/hour - have to be requested and paid at least one hour before end of booking tome, otherwise overstay fee will apply
Broken glass or plate	\$5	
Missing or broken items	\$10+	Depending on item
Tear Down		You can do all by yourself or order services from us as specified below
Placing tables and chairs in place	\$0.80 per guest	Please notice how the tables and chairs ate set up when you arrived. You can re-arrange all as it fits you but before you leave - please put all back in original locations, otherwise fee will apply For example: For 50 people will be \$40
Clearing the tables after event	\$0.80 per guest	Removing items from the tables, putting items rented from the venue on the counter For example: For 50 people charge will be \$40
Removing chair covers	\$30 per guest	For example: For 50 people charge will be \$30
Removing and folding chair sashes	\$1.00 per guest	For example: For 50 people charge will be \$50
Dirty table cleanup	\$5 per table	Please use tablecloths to protect the tables or clean up the dirty table yourself to avoid this charge
Garbage bag removal	\$10 per bag	You can dump your bags behind the building in the blue garbage container that has sign "Progressive", otherwise fee will apply
Flashing toilets	\$10	When you come – toilets will be clean and shall be clean before you leave, otherwise extra fee will apply
Cleanup outside the premises	\$20	No litter shall be left by your guests outside the premises on the driveways and parking lot, otherwise fee will apply
Cleanup inside the venue	\$20	We accept some litters on the floor. If the floor looks untidy due to too much litter like confetti and other items – extra fee will apply or you can sweep the floors yourself
Clean up human waste	\$50	Extra fee for removing waste left on the walls, floors or other surfaces, sanitizing and eliminating odors
Penalties		
Property damage	\$10	Each time if you or your guests will be standing on the chair or standing or sitting on the table or window sill
Consumption of non-licenced alcohol	\$10 for each occurrence	No unlicensed alcohol is allowed on the venue premises. Please remove any such bottles or drinks
Overstaying	\$25 every 15 minutes	There will be no free time allotted for tiding up and socializing after the agreed-upon timeframe.
Clogged sink or toilet	\$50	When you come – sink and toilet will be clean and functioning and shall remain the same before you leave, otherwise fee will apply