

## 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.

The deposit to book the place will be about 50% from rental and catering fees. Deposit is non-refundable for any reason. The venue is not financially liable to return any money when we could not provide the services due to any unforeseen circumstances beyond our control. If force majeure situation will occur - we might offer to re-schedule the event at later date without losing the deposit.

Ten days before the event the Host have to confirm final guests count, 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 the event. At the day of event we will also charge a security deposit – this is not a fee and it will be refunded at the end of 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 price chart that we provide based on Host's requests on the day of event before starting using the venue. In case the Host will not be the first person to use the venue at the time of event – the full payment has to be arranged in advance as we will not allow using the premises until balance and security deposit are paid in full.

The party rental time is as per booking and includes set-up and clean-up time. We allow a complimentary half an hour if the event is booked for 5 or more hours. By the end of rental time, we expect the Host to remove all of her/his possessions, clear the tables, put tables and chairs in original location, put rental items on the counter, remove garbage 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

We do not provide any set up, serving or cleanup services except for those that had been requested and paid by the Host.

The Host may attach decorations to the walls using tape. Tape must not be so strong as to damage the surface or leave any marks. Any used tape has to be removed by Host. The Host can ask us for a step ladder to put up some decorations. Use of our furniture or windowsills to stand on is prohibited - there will be property damage fee charged for every time we see someone standing on a chair, table or windowsill. Nothing can be attached to the ceiling – however the venue can do it by Host request before the event for a fee. Stacking of tables and chairs is not allowed.

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

The fee for items that we offer for rent is DIY and does not include service fee. We require that the tables are covered before putting any food or drink items on them. If tables are not covered during the event and are dirty, extra cleaning fee will apply. Before the Host leaves, we require to clear the tables completely or order this service from us. If the Host will rent chair covers from us, they have to be untied and collected in the bags before the Host leaves. If the Host is renting our chair sashes, we require that they are removed from the chairs and folded up in half 3 times. The host can order set up services from the venue - service fee will depend on the items selected.

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

The host has to advise the 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 the event, the area outside the venue will be clean and shall be clean before end of the event, otherwise extra cleaning fee will be deducted. We provide the containers with water for cigarette butts beside the entrance doors.

The washroom facilities will be clean and functioning well before the event. The Host has to make sure that they are in the same condition before everyone leave – otherwise extra charge will apply. It is prohibited to 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 – the Host has to obtain our permission first and if we will consider the candles handling acceptable, then they could use the candles.

If the Host is not ordering cleanup service from the venue – he/she is required to bring own garbage bags and take away own garbage - there is a blue garbage bin with the sign "Progressive" behind the building that may be used. Non-removed garbage bags are subject for removal fees. Cleanup includes sweeping up the floors.

It is the Host's responsibility to make sure that the 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 the party a success.

## Extra charges and fees

Item	Fee	Comments
Security Deposit	\$100	<b>Not a fee.</b> 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 – <b>cash only</b>
<b>Set Up</b>		<b>The Host can do all by own team or order services from us as specified below</b>
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
<b>During Event</b>		<b>The Host can do all by own team or order services from us as specified below</b>
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
<b>Tear Down</b>		<b>The Host can do all by own team or order services from us as specified below</b>
Placing tables and chairs in place	\$0.80 per guest place	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
<b>Penalties</b>		
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 <b>no free time</b> 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