

Terms and Conditions

We are committed to providing a comfortable and safe environment for our guests. 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 your event.

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 \$100 as 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, no penalties as specified below, and no extra time used beyond the agreed-upon time frame. 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.

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.

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. There will be no free time allotted for clean-up and socializing after the agreed-upon timeframe.

Please be advised that during 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 ceiling or walls using tape. However, you may not push up the ceiling panels – if you do - fee will be \$10. Tape must not be so strong as to damage the surface or leave any marks. Please remove any tape if taking down your decorations. If you need to put up 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 a \$10 property damage fee charged for every time we see someone standing on a chair, table or windowsill.

Extra folding tables are available for rent \$7 per table, extra folding chairs - \$1.50 per chair – before you leave please fold them up and return in place where they are stored. If you were using folding chairs – please fold them up and leave 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, an extra cleaning fee of \$5 per table will apply. Before you leave, please clear the tables completely.

If you rent chair covers from us, please collect them in the bags before you leave. If you are renting our chair sashes, please remove them from the chairs and fold them in half 3 times. If you want us to collect and fold the chair sashes or remove chair covers – service fee will apply.

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; a \$20 cleaning fee will be deducted if they do. We will provide the containers with water for cigarette butts outside the premises beside the entrance doors.

Extra cleaning fee will also apply as follows: \$20 if you will be using confetti; \$10 for non-flashed toilet; \$50 for clogged toilet.

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

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 your own disposables or soft drinks, you are required to take away your own garbage bags (there is a garbage bin behind the building that you may use. Non-removed garbage bags are subject to \$5 fee each.

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 a \$10 charge for each occurrence if the person consuming outside alcohol and will notify authorities of any underage drinking occurring on our property.

If you will extend your event and you or your guests remain at the venue past the agreed-upon end time, we will charge extra fees per every 15 minutes as follows: Monday-Thursday - \$15; Friday-Sunday - \$20 before midnight and \$25 on any day after midnight.

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