



## Catering Terms and Conditions

### Prices:

- All prices are subject to change without prior notice.
- Rates are subject to 15% Gratuity or Service Charge and applicable Government and Liquor taxes.

### Food and Beverage:

- All food and beverage must be supplied by the Best Western Abercorn Inn, no food or beverages may be removed from the hotel. Special occasion cakes are the only exception for outside food. If you would like the cake cut and served there will be charge of 1.50 per person applied.
- Menu selections and set up details should be arranged thirty business days prior to the function. Menu prices can be guaranteed up to six months prior to the scheduled function.
- Bartending charges of 18.00 per hour will be applied unless bar sales exceed 400.00 (4 hour minimum), this applies to both host and cash bar.
- Pursuant to L.C.B. regulations, all liquor must be provided by the Best Western Abercorn Inn. No corkage/outside alcohol allowed.

### Payments and Guarantees:

- A non refundable deposit of 200.00 is required at the time of booking for function estimated to be less than 1000.00 and 500.00 for functions estimated to be over 1000.00 to guarantee the function.
- Payment in full is due at the time the guaranteed number is provided. Direct billing is only permitted with an approved credit application from the Accounting Department. Requests for applications to set up of direct billing must be submitted no later than three months prior to the scheduled function. All functions must have a valid credit card number on file.
- Function cancellations made 8-90 business days prior to an event will result in cancellation charges of 50% of anticipated revenue. Function cancellations made within seven business days before the event will result in cancellation charges of 100% of the anticipated revenue. These charges will be placed on account as a credit towards a future function, if the new date is set at time of cancellation.
- The guaranteed number of guests must be submitted to the hotel seven business days prior the event. This number is considered final and is not subject to reduction. It is the responsibility of the group coordinator to provide the hotel with the guaranteed group numbers. If the guaranteed number is not provided to the hotel the original booking number will be used for the preparations and billing.
- All function rooms are booked according to the number of guests anticipated. The Best Western Abercorn Inn reserves the right to reassign public spaces. Final approval must be received from the hotel before publishing function room names. Rental charges are based upon the meeting outline, attendance, and guest room block established. Any changes in current requirements may result in additional charges.

### Set Up:

- Changes to the function room set-up, after the room has been set, per the contract, will result in additional charge of 200.00.
- All entertainment arrangements must be approved by the hotel prior to the function. The hotel reserves the right to disallow any arrangements not in compliance with the hotel policy.
- Decorations and customer signage are permitted with hotel authorization. No items may be affixed to the walls and or doors of the function room, no confetti of any kind may be used on hotel premises.
- A clean up charge of no less than 100.00 will be charge for any function requiring extra cleaning service as determined by the hotel's housekeeping staff. Charges will also be in place for any misuse, damage or removal of hotel property.
- Your function room will be accessible prior to the scheduled start time; actual time is subject to business levels. Inquire with Catering regarding specific set up times.
- Socan Fees (A Society of Composers, Authors and Music Publishers of Canada) must be applied to all functions using live or recorded music 59.17 + applicable tax.

# ABERCORN INN



**Shipping Material:**

-Any shipping materials must be addressed to Best Western Abercorn Inn c/o Sales & Catering Department with your companies name, date of function clearly marked. Due to storage limits, packages should not arrive more than three days prior to the function date. Storage fees may apply and there is no storage after the function, all products must be removed from the property.

- Best Western Abercorn Inn will not receive or sign for COD shipments.

**Responsibility:**

-The client agrees to be responsible for the conduct of all his or her guests.

-The hotel will not accept any responsibility for the damage to or loss of any merchandise or articles left in the hotel prior to, during or following the client's function.

-No pyrotechnics (including sparklers and indoor fireworks) are to be allowed in the hotel.

-If outside security is required, it will be at the cost of the conveyer.

-The Best Western Abercorn is now 100% non smoking, smoking is only allowed in designated areas outside the building.

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**Date**

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**Client's Signature**