



## THE QUARRY EVENT AGREEMENT

Event Name: \_\_\_\_\_

Event Date: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Anticipated Number of Guests: \_\_\_\_\_ Time Required: \_\_\_\_\_

Room(s) Required:  Banquet Room  Private Function Room  Ceremony Area

Primary Contact Name(s): \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

Email Address(s): \_\_\_\_\_

### *Billing Information*

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/Province/Postal Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

### *Cardholder Information*

A non-refundable advance deposit is required to guarantee event space and will be applied to the final invoice. **50%** of the interim costs must be paid **7 days** prior to the event, with the balance due upon receipt of the final invoice. **The final balance will be charged to the credit card on file** unless alternative arrangements have been made.

Total Deposit Submitted: \_\_\_\_\_ (minimum \$1000.00)

Payment Method:  Visa  Mastercard  AMEX  Cash  Cheque

Card Number: \_\_\_\_\_

Expiry Date: \_\_\_\_\_

Name of Cardholder: \_\_\_\_\_

Signature of Cardholder: \_\_\_\_\_

Date Signed: \_\_\_\_\_

I hereby authorize the above noted to be processed on my Credit Card. I understand that my Credit Card is the guarantee for the Banquet Space, and I am responsible for any charges or damages incurred. I acknowledge and accept the advance deposit is non-refundable.



## THE QUARRY TERMS & CONDITIONS

1. The Quarry reserves the rights as sole supplier for food & beverage requirements. Outside food & beverage is strictly prohibited in all banquet spaces, applicable charges will apply. Any food & beverage not consumed must be left on the premises as per City and Provincial Health Regulations. Any alcoholic beverages brought in will be subject to a corkage fee.
2. The Quarry will ensure you and your guests are well taken care of during your time at the facility. All information on the event agreement form is considered final 7 days prior to the day of your event. If we are unable to make the changes as per your request within 7 days all the agreed upon services and numbers from the event agreement shall stand.
3. In order for your event date to be secure The Quarry will require a non refundable deposit of \$1000.00. This deposit will be a credit on your final bill. Prices are subject to change as well as GST and 18% gratuity.
4. The individual who agrees to the terms and conditions and signs the event agreement will be responsible for all damages that may be caused during the function by you, your guests, or anyone you have contracted to assist with your event.
5. The individuals responsible for the event or function must arrange times to drop off supplies that are to be used with the day of the event.
6. The Quarry does not allow anything to be fastened to the walls that may cause holes and or damage to the building. Anything that is set up or brought in by the function must be taken down by a time agreed upon by The Quarry and the individuals responsible for the event or function. Extra cleaning fees will be charged if the room is left in need of professional cleaning (i.e. popcorn, gum, candy in carpets, spilled drinks in carpets/on walls, etc.).
7. The Quarry is a smoke free facility. This includes the attached patios to the private function room and the banquet room.
8. Guaranteed number for all food and beverage, guest numbers and event details, must be received 7 days prior to your event. Otherwise, the estimated number of guests or the actual number of guests, whichever is greater, will be charged. Any changes to this catering contract requested after this date will result in applicable charges.
9. All deliveries must have proper labeling (noting function name, date and room). All shipments are to be received no earlier than 2 days prior to the event as The Quarry has very limited onsite storage. All shipments are to be delivered between the hours of 8:30am and 6:30pm unless otherwise agreed upon. It is the responsibility of the guest to make The Quarry aware of the deliveries prior to drop off and to ensure items are delivered prior to event. The Quarry assumes no liability for product delivery or damages caused by a third party supplier.
10. The Quarry assumes no liability or responsibility for damage or loss of personal or rented property prior to, during or following a function.

**In signing this contract, the client acknowledges and accepts that The Quarry's terms and conditions have been read and fully understood and agrees to be bound by said contract and provisions hereafter.**

The Quarry is happy to provide assistance in the form of taxi numbers to ensure guests have a safe ride home. If you have any questions or concerns with any of these policies please feel free to contact us.

**Thank You, The Quarry**



*Guaranteed Numbers*

Guaranteed number for all food, beverages, guests number and event details must be received **7 days** prior to your event. Otherwise, expected numbers or actual, whichever is greater will be charged. Any changes to this catering contract requested following that date will result in applicable charges.

**18% Gratuity** and **5% GST** will be added to all food and beverage charges.

In the event that you wish to cancel these arrangements notice of cancellation will be subject to a **100% forfeit** of advance deposit and full payment of remaining charges based on original guaranteed numbers. Event space is booked for the time indicated above, bookings are not 24 hours. Should you require the space for additional time please ensure arrangements are made with The Quarry prior to your event.

Signed:

\_\_\_\_\_  
Client  
Date: \_\_\_\_\_

\_\_\_\_\_  
The Quarry  
Date: \_\_\_\_\_

**In signing this contract I acknowledge and accept that The Quarry Terms and Conditions have been read and are fully understood and I agree to be bound by all of The Quarry Terms and Conditions and provisions hereafter.**