

Dear Valued Client,

The Centurion Conference & Event Center is a multi-functional conference and banquet facility which has earned an excellent reputation by providing the highest quality of service.

Our facility offers meeting and banquet space that can accommodate groups of 8 to 800 persons at very reasonable meeting room rates. Our menus suggest a wide variety of meals, from simple to elegant, and our Executive Chef will ensure excellent quality and presentation. The expertise of our Sales Team along with the dedication and efficiency of our Service Staff will guarantee that your event will run smoothly. Our central location in the City of Ottawa is easily accessible and our "free" parking is a most valuable asset to our guests.

We look forward to hosting you and your guests.

Function Details:

All food and beverage and function details must be provided two weeks prior to the function date. A Banquet Event Order will then be created which will outline all of the pertinent function details and will serve as an additional binding agreement between the Client and the Centurion Conference & Event Center.

Guarantees For Food and Beverage:

- Two months or more prior to the function date, cancellation of up to 25% of the number of persons as per the original agreement will be accepted without penalty.
- Less than two months prior to the function date, cancellation of up to 10% of the number of persons as per the original agreement will be accepted without penalty.
- Three days (72 hours) prior to arrival, a final guarantee of number of persons, for food and beverage, must be provided. This guarantee (or attendance, whichever is greater) will be billed to your Master Account

Beverage Service:

- A labour charge of \$20.00 per hour (per bartender) for a minimum of 4 hours will be applied if net beverage sales are less than \$400.00.
- The Centurion Center has the right to refuse service to any guest who appears to be intoxicated.

Audio Visual Equipment:

The Centurion Center would be pleased to arrange Audio Visual Equipment for your function on your behalf. The Audio Visual Company will price and bill the equipment directly to you, the Client.

Taxes and Service:

Food prices are currently subject to 8% P.S.T (Provincial Sales Tax), 5% G.S.T (Goods and Services Tax) and a 15% Gratuity charge. Alcohol prices are currently subject to 10% P.S.T, 5% G.S.T. and a 15% Gratuity charge. The 15% Gratuity charge is also subject 5% G.S.T.

Billing Arrangements:

- Prices are subject to change without notice.
- All functions must be paid in full (estimated value) at least one full business week prior to the event. Any outstanding balance is due in full at departure by cash or credit card.
- Should the Client wish to establish billing, a completed credit application must be forwarded to the Centurion Conference & Event Center at least ten business days prior to the function date for approval. Otherwise, a written company purchase order or credit card pre-authorized for the estimated total value of the function must be provided to the Centurion Conference & Event Center one week prior to the event. The Client will then be responsible to pay in full within 30 days following the event. A late payment charge of 2% per month (26.04 per annum) will be applied should the Centurion Conference & Event Center not receive payment within 30 days of the billing date.

Cancellation Policy:

In the event of cancellation, a written cancellation must be provided to the Centurion Conference & Event Center.

Should cancellation be deemed necessary, the following policy will apply:

- In the event of cancellation more than six months prior to the function date, no penalty will apply.
- In the event of cancellation between two and six months prior to the function date, a cancellation fee equal to 50% of the regular meeting room rental will be charged.
- In the event of cancellation between two and eight weeks prior to the function date, a cancellation fee equal to the full value of the regular meeting room rental will be charged.
- In the event of cancellation between one and two weeks prior to the function date, a cancellation fee equal to the full value of the regular meeting room rental and 50% of the estimated value of the food will be charged.
- In the event of cancellation less than one week prior to the function date, a cancellation fee equal to the full value of the regular meeting room rental and the full estimated value of the food will be charged.

Music:

For events with either live music or recorded music, a SOCAN (Society of Composers, Authors and Music Publishers of Canada) fee will apply (plus GST) for royalties of copyright music.

Delivery / Storage:

Due to limited storage space, we cannot always guarantee space for early delivery of materials. Those items being delivered must be clearly marked with event title, contact name and address.

Materials must be removed from the Centurion Center on the last day of the event. The Centurion Center will not be responsible for damage or loss of any items left on the premises prior to, during or following an event.