

Dear Valued Client,

The Centurion Conference & Event Center is a multi-functional meeting and banquet facility that has earned an excellent reputation through the highest quality of service provided to all of our guests.

The professional approach of our enthusiastic and experienced staff will guarantee that your function will be a success. Our Sales Team is committed to providing the personal attention that is needed to assist you and your guests in every way. The expertise of our Executive Chef will ensure that your meals will be of excellent quality and presentation and the dedication and efficiency of our service staff will ensure that your entire event will run smoothly.

Our facility can accommodate meetings, banquets and receptions from 8 to 800 persons. Our convenient location makes us very accessible and we offer ample free parking.

We look forward to hosting you and your guests.

GENERAL CATERING INFORMATION

Function Details:

All food and beverage and event details must be provided one (1) month prior to the event 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 Center.

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.

Audio Visual Equipment:

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

Beverage Service:

- *All Bar Service and Entertainment must cease by 1:00 a.m. The premises must be vacated by 1:45 am.*
- *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.*
- *Should the Client wish to supply homemade wine at a religious function, an L.C.B.O. "Special Occasion Permit" must be obtained by the Client and presented to the Centurion Conference & Event Center at least one week prior to the function. This permit must be posted during the function, and in accordance with the L.C.B.O. regulations, the Centurion Conference & Center bar service must be closed while the permit is in effect. A corkage fee of \$12.00 will be charged for each bottle of wine used during the function.*

Billing Arrangements:

- *Prices are subject to change without notice. All estimated totals subject to an increase up to 5%.*
- *A non-refundable deposit of \$1000.00 is required with signature of the contract by the confirmation date.*
- *A second deposit equivalent to 75% of the estimated total is due one (1) month prior to the event. This second deposit will also guarantee food and beverage prices.*
- *The full estimated balance is due 72 hours prior to the event by cash, certified cheque, money order or credit card.*
- *Any outstanding balance is due in full at departure by cash or credit card.*

Damage Deposit:

A damage deposit of \$500.00 is required one week prior to the event. The damage deposit shall be refunded three business days following the event, provided that the premises has not sustained any damage or loss and that all rentals are returned to the Centurion Conference & Event Center in good condition. Please also note that nothing may be adhered to or placed on the walls.

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 any cancellation, the original \$1000.00 deposit will not be reimbursed.*
- *In the event of cancellation up to six months prior to the function date, a cancellation fee equal to 25% of the minimum food revenue will be charged.*
- *In the event of cancellation between two months to six months prior to the function date, a cancellation fee equivalent 50% of the minimum food revenue will be charged.*
- *In the event of cancellation less than two months prior to the function, a cancellation fee equivalent to the full minimum food revenue 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.