



# Function Sheet

Function Date:

Function Name:

### Company Name

Contact:

Address:

Phone:

Function Start Time:

Function End Time:

### Meeting Room Information

Estimated # of People:

Confirmed # of People:

### Room Set Up

Room Set up Style: Is Head table Req'd: Y N

Set Room for \_\_\_\_\_ People

Number of Tables:

Table Type: Round Rectangular

Other Details:

**Event Décor must be removed by 8:00 am next day**

### Club Rental

\$

**Deposit of \$500.00**

### Audio Visual Required

Wireless Mic 25.00

T.V. 25.00

Sound System 25.00

**This is supplied ONLY. Renter is responsible for setup.**

### Audio Visual Pricing

\$

\$

\$

**SOCAN Fee is Mandatory**

**\$ 75.00**

### Food & Beverage Details

Kitchen Rental 300.00 (50-75)

400.00 (over 75)

### Linen Rentals

Table Cloths \$20.00 ea #

White Napkins \$3.00 ea #

Chair Covers \$6.00 ea #

### Other Charges

Bartender 1 (50-75) 40.00/hr

Bartender 2 (75 & over) 80.00/hr

Wine on Tables # Red # White \$

\*\*depends on current bar pricing

Wine Preference \_\_\_\_\_

Mandatory Cleaning Fee 200.00

Set Up (40.00 per table)

Name of Caterer:

Phone # of Caterer:

### Price

\$

\$

\$

\$

\$

\$

\$

\$

\$

**Sub Total:**

**GST:**

**PST:**

**Gratuuity (15%)**

**Grand Total: \$**

Rental includes limited use of lounge and full use of pool table, dance floor, dining area and use of all public restrooms. Deck can be arranged separately upon booking. Guests have access to the front and side decks. **ACCESS TO THE MOORAGE BASIN IS STRICTLY OFF-LIMITS** due to liability concerns. No smoking is allowed on premises other than where posted.

If the kitchen was used, it must look like it did when you rented it. This includes ALL dishes washed and put away and any spills cleaned up. The bartenders are not responsible to wash any kitchen related items. If appropriate cleaning was not done, an additional charge of \$65.00/hr. will apply.

Should you request alcoholic beverages not available at the Club, you may submit an order which will be ordered through the Club. This is applicable to GST and 15% gratuity. Also, any host tab will have a 15% gratuity added. For any event where there is a cash bar, it is expected that the guests tip the bartenders. Absolutely **NO alcoholic beverages are allowed to be brought on to the premises.**

Any linen used must not have damage due to wax, red wine spills, ink, burns, tears etc. or there will be an extra cleaning fee, or if the damage is permanent, the full replacement cost of the linen will be charged. A clear recycle bag will be left for the linens to be put into at the end of your function.

**DECORATING** - You may decorate only from the stairs to the back dining hall. Please **DO NOT USE PINS, TACKS, STAPLES or TAPE.** Only poster board gum may be used. There are pre-hung hooks on all the windows for hanging garland, tool & streamers. All decorations and items you brought in must be removed by 8:00 am next day. Any furniture that was moved must be returned to its original location.

To comply with the Club's liquor license, all visitors **MUST** sign the club guest book upon entering the facility. If rented by a Member in good standing, that Member is responsible for signing all attendees into the club.

**PARKING** - The majority of the parking lot is for public use. Please **DO NOT park in the private reserved parking spaces next to the clubhouse.** These are for our Flag Officers & must be always available for them.

**DEPOSIT** - \$500 is due upon booking. A final invoice will be generated following the completion of the event.

**REFUNDS**     A full refund will be given if the cancellation is prior to 60 days.  
                  A 50% refund will be given if the cancellation is between 30 – 60 days.  
                  **NO REFUND** will be given if cancellation is within 30 days of the scheduled event.

**By signing this Club Rental Event Order, I agree to pay the above estimated charges. The Final Number of attendants must be submitted to the Club no later than 2 weeks prior to Event Date.**

Renter Signature \_\_\_\_\_ Date \_\_\_\_\_  
WKYC Office \_\_\_\_\_ Date \_\_\_\_\_

For Office Use Only:  Payment Details: _____
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