



Catering Terms and Club Policies

Initial Booking and Payment

A non-refundable initial Payment of \$1,000.00 or 50% of the estimated function total and a credit card number is required to confirm all bookings. The balance owing must be received 7 days prior to the event. All private functions require full pre-payment.

A \$1,500 Room Charge applies to all weddings parties for exclusive use of the Clubhouse. There is a \$50 per person minimum for any private function food charges.

Prices are subject to the following taxes unless otherwise noted: 13% H.S.T. on all food purchases, 13% H.S.T. on all alcoholic beverage purchases. A 15% service charge is also placed on all food and beverage purchases.

Credit Card or Member Accounts are the only acceptable methods of payment.

A SOCANS FEE (The Society of Composers, Authors and Music Publishers of Canada) will apply where applicable.

Guarantees

A final guaranteed guest count must be submitted a minimum of 7 business days prior to the function. The minimum you will be billed for is the guaranteed number. The Ridge at Manitou cannot guarantee to provide the same meals to any additional attendees that have not been confirmed by the agreed date. Any additional attendees mutually agreed on by the parties will be charged a pro-rata rate and added to the final invoice.

Club Usage and Conditions

The event convener and/or the organization that they represent shall be held liable for all damages not associated with normal wear and tear that may arise as a result of the actions of the function guests. Replacement values shall be used as the amount payable for damages, including lost revenue resulting from such damage.

All arrangements for entertainment will be agreed to in advance with the management of The Ridge at Manitou Golf Club. Any third party entertainment service must advise the Club of any necessary requirements from the Club a minimum of 7 days prior to the event.

Service of Alcoholic Beverages

The regulations of the Liquor License Act of Ontario will be strictly enforced at all times. The Ridge at Manitou Golf Club reserves the right to refuse service of alcoholic beverages to anyone attending a function at the Club. If anyone under the legal drinking age, or anyone, who has been refused service, continues to consume alcoholic beverages, the bar will be closed immediately and the function terminated.

The Club does not permit food or alcoholic beverages to be brought into the Club without prior authorization from the General Manager. The Ridge at Manitou does not permit any leftover food or beverages to be removed from the Club premises. The Ridge at Manitou stops serving liquor at 1:00 AM.

Choice of Menu

Menu and wine selections must be received a minimum of 7 business days prior to the function in order for the Club to guarantee selections.

When selecting your menu choice, please remember that for each meal function the menu should be identical for all guests attending. Appetizer, Entree, Desserts selection is limited to one choice, unless special dietary or religious restrictions exist. Special dietary substitutions are available (in limited quantities) and must be arranged for in

advance of the function. The Ridge at Manitou Golf Club requires the names of all the guests who may be allergic to any food or beverage item. We also cater to special vegetarian needs as well. Those guests who are to receive these special meals must be identified to the banquet staff prior to the service commencing.

Conveners wishing to provide more than one entrée at their event will be charged the price of the highest priced entrée for all selections. No more than 2 main courses will be chosen. Numbers for each selection must be received a minimum of 7 business days prior to the function. The convener must provide place cards with an indicator of main course selections for each person in attendance.

Cancellation Policy

If this agreement is cancelled, in writing, the deposit amount is non-refundable. If the confirmed date is resolved for a similar function, a partial refund may be provided at the clubs discretion.

The Ridge at Manitou Golf Club may cancel on reasonable notice without liability either for cause or where it is unable to perform the services set out on the contract by reason of strike, flood, fire or force majeure or Act of God.

CONTRACT AGREEMENT

The user agrees to indemnify and save harmless The Ridge at Manitou Golf Club against all claims and expenses presented by any person, firm, corporation or entity attending a function for loss or damage sustained in the areas designed for the holding of the function, unless the injury, loss or damages are caused by the negligence of an employee of The Ridge at Manitou Golf Club acting within the scope of their employment.

The agreement constitutes the entire agreement and contains all of the representations and warranties of The Ridge at Manitou Golf Club. There are no oral representations or warranties between the convener and The Ridge at Manitou Golf Club.

Function Date: _____

Type of Event: _____

Company, Association, or Name: _____

Mailing Address: _____

City/Town: _____ **Province:** _____ **Postal Code:** _____

Function Coordinator: _____ **Email:** _____

Bus. Phone: _____ **Cell #:** _____ **Fax:** _____

Deposit Amount: \$1000 _____ **Type of Payment:** _____

Credit Card Type: _____ **Credit Card Number:** _____ **Expiry:** _____

Member Acct. # (if applicable) _____ **Date:** _____, __/20 ____

The undersigned hereby agrees to the above terms and to the terms set out in The Ridge at Manitou Inc. Catering Terms and Club Policies listed above.

Signature of Customer: _____ **Date:** _____

Print Name: _____